

1992-93 CATALOG for Undergraduates and Graduates



Springfield, Illinois

 Sangamon State University



Sangamon State University

Undergraduate and Graduate Catalog 1992-1993

Published by

**Sangamon State University
Springfield, Illinois 62794-9243**

**Illinois Toll Free: (800) 252-8533
Outside of Illinois: (800) 722-2534**

**Volume 21
January 1992**

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A Message from the President

As Sangamon State University prepares to enter its third decade, the university must look both to the old and the new as it strives to identify and implement its agenda for the 1990s. The world is undergoing continuous change and Sangamon State must respond if it is to continue to develop in its role as Illinois' premier public affairs university.

The university must continue its historic emphasis on teaching. Small classes taught by a faculty whose members are active in the classroom as well as in a variety of public service activities create an environment in which students learn not only the fundamentals of their programs of study but also how to apply their knowledge to real-world situations. The rest of the country is just now discovering teaching. Sangamon State has always known its value.

To supplement its teaching, Sangamon State needs to strengthen and expand its research activities. While research will never supplant teaching as the university's top priority, we need to turn our faculty's expertise and experience to those areas of study that can benefit from two decades of public affairs involvement.

We also need to pay close attention to the changing demographics of our country and our world. Minority populations are increasing at a rapid rate and the university needs to anticipate and prepare for the needs of these students. Paving a path for a more culturally diverse faculty and student body will expand everyone's options and opportunities.

Continuing our emphasis on teaching, expanding our research activities and making room for more cultural diversity can only enhance and extend Sangamon State's visibility and respect. But, as we move toward the close of the twentieth century, we must do so in partnership and with a sense of community.

On behalf of all members of this endeavor, I welcome you to an educational institution that will both challenge and reward you.

Calendar 1992-1993

Spring Semester 1992

January 20, Monday

Martin Luther King Jr. Day
(No Classes)

January 21, Tuesday

Classes Begin

March 16-20, Monday-Friday

Intercession/Spring Recess

March 18, Wednesday

Mid-Point

May 16, Saturday

Semester Ends

May 16, Saturday

Commencement

Summer Session 1992

June 8, Monday

Classes Begin

July 4, Saturday

Independence Day
(No Classes)

August 1, Saturday

Summer Session Ends

Fall Semester 1992

August 24, Monday

Classes Begin

September 7, Monday

Labor Day

September 7, 8, Monday, Tuesday

No Classes

October 17, Saturday

Mid-Point

November 26, Thursday

Thanksgiving

November 25, 26, 27, Wednesday, Thursday, Friday

No Classes

December 18, Saturday

Semester Ends

Spring Semester 1993

January 18, Monday

Martin Luther King Jr. Day
(No Classes)

January 19, Tuesday

Classes Begin

March 15-19, Monday-Friday

Intercession/Spring Recess

March 17, Wednesday

Mid-Point

May 15, Saturday

Semester Ends

May 15, Saturday

Commencement

Summer Session 1993

June 7, Monday

Classes Begin

July 4, Sunday

Independence Day

July 31, Saturday

Summer Session Ends



General Information

General Information

History, Philosophy and Purpose

Sangamon State University was established by the Illinois General Assembly in 1969 after an extensive study by the state's Board of Higher Education indicated a need for an innovative response to the growth of Illinois' community college system and for new ways for individuals to enter upper-division and graduate study. The first of two senior institutions in Illinois, Sangamon State was charged with addressing public affairs within the framework of a liberal arts curriculum. The university was to stress practical experience, professional development and innovative teaching.

Adhering to the philosophy of open admission and affirmative action that characterizes the state's community colleges, Sangamon State has consistently provided an array of educational opportunities to a broad spectrum of students: transfers, individuals resuming an interrupted education, employed persons seeking to upgrade themselves or to prepare for second careers and area residents wishing to enhance their personal lives. The university's constantly evolving response to the needs of these students and to the demands of contemporary society has made Sangamon State one of Illinois' premier educational institutions.

Sangamon State's public affairs mission and the university's location in the capital city has enabled the university to better address both the specific and general needs of government and public service through special courses, projects and internship programs. By fostering an active understanding of social, environmental, technological and technical problems as they relate to public policy, the university prepares its students for more effective and meaningful participation in this continually changing democratic society.

Sangamon State's strong commitment to the individual student and to excellent teaching has always been of highest priority. Scholarly research and professional work by faculty members support their commitment to teaching and exemplify for students the positive link between public affairs and higher education. Classes are generally small and informal, encouraging the relaxed exchange of ideas between students and teacher. The exchange between student and teacher extends to the advising arena too, where faculty members actively assist students in developing meaningful and enriching programs of study.

In pursuing the university's goals, Sangamon State's presidents have provided strong and effective leadership throughout the institution's history. Robert C. Spencer, then dean of the Graduate School at the University of Rhode Island, was chosen in 1969 as the university's founding president. When the university opened its interim facilities in the fall of 1970, 45 faculty members welcomed 800 students. By September 1978, when Alex B. Lacy Jr., former director of public programs for the National Endowment for the Humanities, became Sangamon State's second president, the university's 3,000 students were enrolled in more than 40 degree programs. Durward Long, a former scholar-in-residence at the National Association of State Universities and Land Grant Colleges, became Sangamon State's third president in July 1984. By fall semester 1990, enrollment had surpassed the 4,000 mark and the university's faculty ranks had grown to 180. In July 1991, Naomi B. Lynn assumed the university's top leadership post. The former dean of the College of Public and Urban Affairs at Georgia State University in Atlanta is the second woman to head a public university in Illinois and the first of Hispanic descent.

Governance

Sangamon State is one of three institutions governed by the Board of Regents, one of four university governing systems coordinated by the Illinois Board of Higher Education. Other regency schools are Illinois State University at Normal and Northern Illinois University at DeKalb.

Internally, Sangamon State is governed by the president with advice from appropriate administrators and from the University Assembly. Formed in November 1970, the assembly is comprised of three discrete senates — faculty, student and staff — each elected by its own constituency and each served by a variety of standing committees. Serving as a forum for ideas, it ensures that the responsibility for policy development at the university is effectively shared.

Accreditation

Sangamon State University is fully accredited by the Commission of Institutions of Higher Education of the North Central Association of Colleges and Schools.

Affirmative Action

Sangamon State University's commitment to equal opportunity and nondiscrimination in employment, education and access to university facilities without regard to race, creed, sex, national origin, age, marital status or disability applies to all facets of university life. SSU's policy is intended to carry out explicitly all state and federal laws and executive orders that support the full exercise of human rights without discrimination.

Guidelines for implementing SSU's non-discrimination/equal opportunity policy and affirmative action plan have been established; compliance is monitored by the affirmative action officer. The AAO reviews university employment practices to ensure that no discrimination occurs, analyzes the SSU work force to identify areas in which minorities and women are underutilized and provides direction for establishing specific goals and timetables for affirmative action efforts.

Individuals with questions or complaints regarding equal opportunity and affirmative action at SSU should contact the affirmative action officer.

Sexual Harassment Policy

Sexual harassment consists of unwelcome verbal and/or physical conduct of a sexual nature. It can include sexual remarks about one's clothing or body, suggestive or insulting sounds and visuals, obscene gestures, inappropriate touching or feeling, and coerced sexual intercourse. Such behavior can be aimed at members of one's own or the opposite sex.

Because of the adverse effect and hostile environment that sexual harassment creates in both the office and the classroom, Sangamon State University is committed to providing students, staff and faculty with an atmosphere free from harassment of any form. The university's policy, enacted in October 1989, defines behavior that constitutes sexual harassment, outlines the university's educational program on harassment, and details the reporting requirements and means by which complaints are resolved. Copies of the complete policy may be obtained from the university's affirmative action officer.

Drug and Alcohol Policy

The unlawful possession, use or distribution of illicit drugs and alcohol presents both legal and health risks to the individual and can adversely effect the entire university community. Therefore, Sangamon State University has established standards of conduct for students and employees that prohibit these activities on premises owned or controlled by the university and during any activity conducted or sponsored by SSU.

Incidents involving the possession or distribution of illicit drugs or alcohol should be reported to the Public Safety Department for referral to the appropriate law enforcement authority. University sanctions for violating this policy range from a written reprimand to expulsion from the university or termination of employment.

A complete copy of SSU's drug prevention policy and program may be obtained from the vice president for student services or from the Office of Personnel Services.

The Campus

Sangamon State University's spacious 746-acre campus is located a few miles south of the capital city near Lake Springfield. The campus is comprised of several major buildings, a number of smaller structures and student housing units.

The Norris L Brookens Library, named for a late chairman of the Board of Regents, was completed in December 1975. A major learning/resource center designed to support the university's academic programs, the library also houses classrooms and faculty office space.

The Public Affairs Center (PAC) opened in October 1980. The 124,340-square-foot building includes a 2,017-seat auditorium that is equipped for a wide variety of dramatic and musical performances. The center also houses a studio theater, a cafeteria and restaurant, and offices, classrooms, laboratories and conference rooms.

A new 56,847-square-foot Health and Sciences Building will be occupied in early 1992. The three-level facility, located southeast of SSU's central plaza and connected by underground tunnel with Brookens Library, is the new home of the university's biological, physical and allied health sciences and its mathematics and computer science programs. The building houses 12 instructional labs, 30 lab support rooms, an electron microscopy suite, a greenhouse, an animal vivarium, a computer center, 10 classrooms and 37 offices.

The remainder of the campus, made up of modern, attractive buildings in well-landscaped settings, reflects the open operating style and spirit of the university.

The campus is easily reached from Interstate 55. Persons coming from the north should take Exit 94 (Stevenson Drive) and follow the directional signs on Stevenson Drive to West Lake Drive and south to the campus. Persons arriving on I-55 from the south should take Exit 90 (Toronto Road).

Off-campus Activity

For those students who find it difficult to attend classes on Sangamon State's Lake Springfield campus, the university offers a number of alternatives.

In Springfield, the university's Downtown Center enables students to attend classes, participate in continuing education and other learning activities or simply obtain needed information about the university or one of its programs. The center, which is conveniently located at 219 S. Fourth St. (telephone (217) 785-7435), is open five days a week and occasionally on weekends.

Sangamon State has been serving the educational needs of the Peoria area for more than 15 years from the campuses of Illinois Central College and the University of Illinois College of Medicine. In 1990, the university expanded its involvement in this area to include classes held on the campus of Bradley University and at other sites. Students can take a variety of program and elective courses, including those that lead to bachelor's degrees in management, nursing or social justice professions. Academic minors are also available in accountancy, economics, labor relations, management information systems, social justice professions and sociology. More than 900 students have completed bachelor's degrees through Sangamon State's Peoria option. Students wishing more information may contact the university's Peoria area office at (309) 694-5546.

In Decatur, SSU offers course work leading to master's degrees in business administration (M.B.A.) and human development counseling at Millikin University's Graduate Studies Center. In addition, undergraduate courses are offered each semester at Richland Community College. More information about SSU's Decatur option may be obtained from the university's Office of Admissions and Records at (217) 786-6626 or from its off-campus instruction and outreach office at (217) 786-6540.

Telecourses are another important component of SSU's off-campus educational endeavors. The CONVOCOM network links the university with educational institutions and

public television stations serving Jacksonville, Springfield, Peoria, Macomb, Quincy and the Quad Cities and affords students in these east central Illinois communities with the opportunity to earn college credit at home. Telecourses, which do require periodic in-class discussions, are also occasionally offered in Decatur via U.A. Cablevision (channel 56). For more information, contact the university's off-campus instruction and outreach office at (217) 786-6540.

Two-Plus-Two

As an upper-division university, SSU builds on the associate in arts and associate in science degrees of community colleges. In most cases, a baccalaureate degree can be achieved with only two additional years of college work (the two-plus-two concept), with no loss of credit earned in an associate degree program. Students with an associate in applied science degree who have not already completed minimal general education requirements will be required to do so before graduation.

One-half of the 23 bachelor's degree programs at SSU have no specific prerequisite course requirements for matriculation. The remaining degree programs do require certain courses, many of which the student may have taken during the first two years of college study. For these degree programs, checking the prerequisites early allows the student to plan the first two years to fit perfectly with the academic requirements of the last two. Transfer guides are available for all Illinois community colleges.

In addition, many SSU undergraduate degree programs have entered into articulation agreements with academic programs at community colleges. This makes it easier for students to plan an entire four-year course of study while still enrolled as lower-division students.

Brookens Library

A notable characteristic of the Norris L Brookens Library is its emphasis on instruction in the use of library resources. The library faculty give one-to-one instruction in the use of library materials, provide workshops or library modules for individual courses and offer UNI 401 Library Research, a two-hour fall semester course. A library faculty member also teaches UNI 405 On-line Searching for PC Owners, a two-credit hour course. A library faculty member is assigned to each degree program at Sangamon State. Students are advised to become acquainted with the librarian who works with their major program or area of special interest.

The library supports the curricula at SSU with a multimedia collection numbering more than 528,000 volumes, 2,650 journal subscriptions and 104,000 government publications. Students may check out media hardware to use with the nonprint materials they borrow. Self-service microcomputer terminals help students locate books in the on-line library catalog. These same terminals provide information about the holdings and circulation status of volumes in 37 other Illinois academic libraries. Students may request volumes from another library in the computer network and have those volumes promptly delivered to SSU. Students may also choose to have a fee-based computer search of the journal literature done by one of the librarians. Other self-service terminals augment the extensive collection of periodical indexes and abstracts. Articles in journals not in the SSU collection will be obtained on interlibrary loan at no charge to students.

The library's archives and special collections unit acquires, preserves and makes available university records and manuscript collections, offering students the opportunity to conduct research using primary sources. The Illinois Regional Archives Depository collects county and municipal records from 14 central Illinois counties, which are a valuable resource for research in local history and genealogy.

A unique historical source is the university's oral history collection. Inaugurated in

1971, the collection consists of eyewitness historical memoirs by more than 1,200 persons whose tape-recorded interviews have been transcribed and made available for use by students and researchers. The collection includes nearly 5,000 hours of interview tapes and more than 100,000 pages of transcripts. The largest holdings are in local and regional history, Illinois government and politics, business, labor, ethnic and racial groups, and World War II. Tapes and transcripts are available for use in the archives, which also has finding aids to facilitate research.

Media services provides a film and videotape library, a lab environment with a variety of equipment workstations (including both MS-DOS and Macintosh microcomputers), media production in a wide variety of formats, campus-wide audiovisual equipment delivery and a PLATO lab, which gives students access to thousands of lessons in more than a hundred different disciplines.

Clayville Rural Life Center and Museum

Clayville is an outdoor center for the study of early Midwest history and folk art located 12 miles northwest of Springfield on Route 125. The focal point of the 15-acre site, which is 25 miles from campus, is a two-story brick inn/farmhouse built in 1826 by the Broadwells, a New Jersey family. In addition to the inn, several other historic structures permit firsthand study of traditional architectural methods and provide a setting for exhibits of various 19th century trades and crafts.

Students who wish to prepare for work in museums, at historic sites, or in the area of parks and recreation can take advantage of Clayville's unique setting. From May 1 through Oct. 31, student employment positions offer practical experience in historic interpretation for site visitors and in maintenance and historic preservation. During winter months students can do research or plan upcoming programs and exhibits.

Clayville was given to the Sangamon State University Foundation in 1973 by Springfield physician Emmet Pearson and his wife, Mary, for the university's use. The Pearsons had first opened the site in 1961 and had gradually built the Clayville collection of tools, simple machines, furniture and household utensils. The Clayville Folk Arts Guild, founded in 1968, works to recover, preserve and provide instruction for traditional crafts and activities. It conducts special event weekends, music festivals and the popular spring and fall festivals.

Office of University Relations

The Office of University Relations informs students, faculty, staff and the surrounding community of Sangamon State's policies, programs and activities. It acts as liaison between the university and the media concerning news, features and advertisements. The office is also responsible for all official university publications, including the annual catalog, program and workshop brochures, and course schedules.

In keeping with its history of sharing matters of public information, Sangamon State University abides by the requirements of the Illinois Freedom of Information Act. If feasible, requests for information may be responded to on an informal, on-the-spot basis. If there is a question about the availability of a record, a written request should be submitted.

Any inquiries from the media or the general public concerning university programs, policies or activities should be directed to the Office of University Relations at (217) 786-6716.

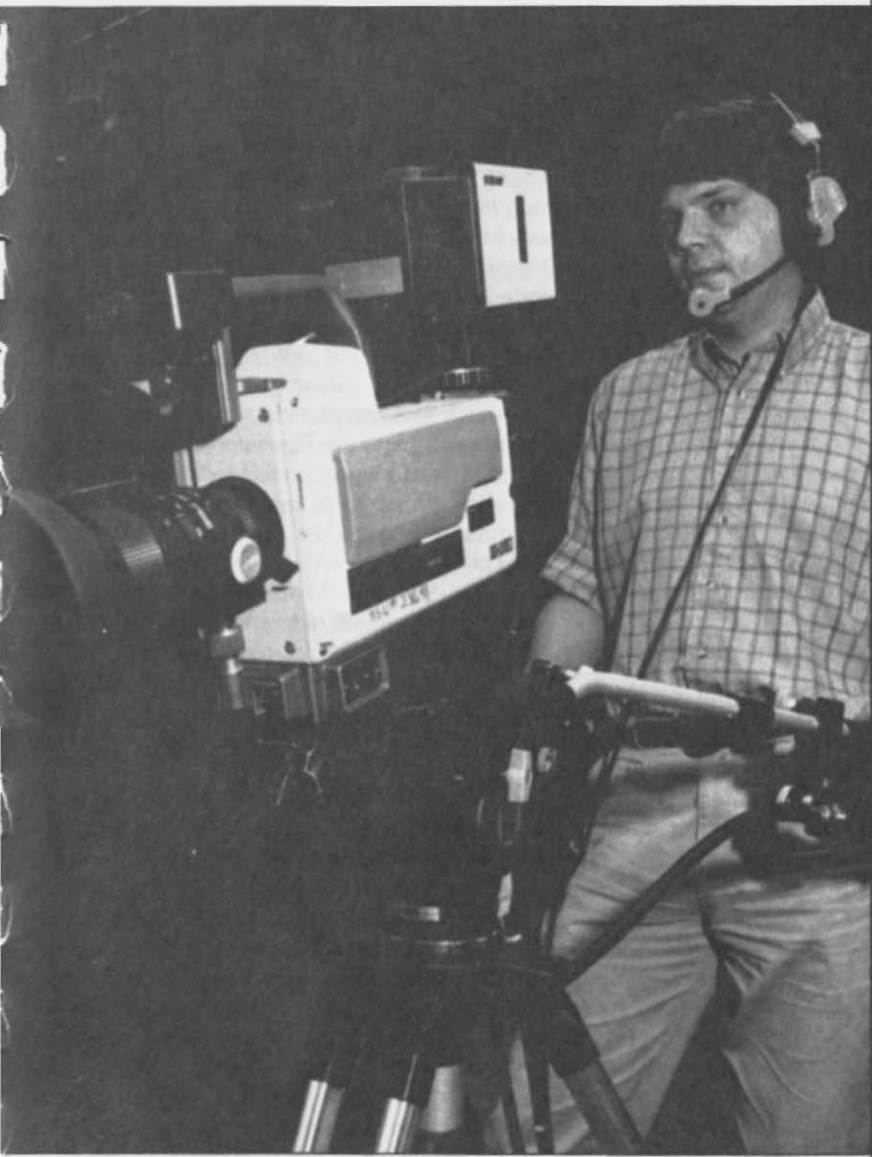
Sangamon State University Foundation

The Sangamon State University Foundation, a nonprofit corporation, assists in promoting and supporting the quality educational efforts of the university. With 50 leading citizens as members, the foundation seeks to provide financial support for needs that are not covered by tuition and state appropriations. Through the generous commitment of univer-

sity alumni and friends, support for such things as endowed scholarships and faculty development activities helps ensure that the university accomplishes its educational priorities.

Sangamon State University Alumni Association

The Sangamon State University Alumni Association, a nonprofit corporate entity, aids the university by providing volunteer services and advisory suggestions. The association, which attempts to act as a connecting link between the university and all alumni, keeps members informed of campus events through a quarterly newsletter. The association also sponsors annual activities, such as the candelight reception for graduates and a fall tailgate party at a Prairie Stars soccer match, and recreational outings. Each year, the association recognizes faculty and staff members who have made special contributions to the association and the university. The association also bestows the Achievement Award and the Outstanding Service Award to qualifying alumni. All graduates of the university are automatically members of the alumni association.



Public Affairs

Public Affairs at Sangamon State

In its role as Illinois' only public affairs university, Sangamon State directs educational, research and service efforts toward solution of public problems facing the state and its local communities. The university emphasizes a coordinated, interdisciplinary approach to problem solving, training and communication.

Public Affairs Colloquia

One way in which students are encouraged to adopt a public affairs perspective is through a unique series of courses called public affairs colloquia (PACs). Each semester a number of different colloquia are offered, with several objectives in mind: to explore and cultivate an informed awareness of contemporary issues and situations; to provide, through an interdisciplinary approach to these issues, a wider understanding and stronger research and problem solving skills; to investigate the formulation and implementation of public policymaking and to realize its multidisciplinary consequences; and to foster and preserve a sense of community through shared information and intellectual values.

Each year during spring break, a special public affairs colloquium is offered as an intensive week-long intersession. Using the expertise of many faculty members in conjunction with that of nationally and internationally prominent figures brought to the campus to address the intersession's topic, these intersessions epitomize the multidisciplinary approach of public affairs colloquia. In addition to the formal presentations, students have the opportunity to engage in group discussions with the speakers and the intersession faculty. Past topics have included "The Bill of Rights After 200 Years: Challenges and Controversies," "Wellness: An Investment in Human Resources," "Computers and Society," "Origins and Evolution of Human Beings," "Controversies in Public Health Policy" and "Economic Development in Illinois."

There are no prerequisites for any of the colloquia. Descriptions are published each semester in the course schedule.

Besides this series of colloquia, most of the university's public affairs activities are coordinated and administered through the Institute for Public Affairs.

Institute for Public Affairs

The Institute for Public Affairs coordinates research, training and other public service activities. It is composed of the Center for Legal Studies, the Illinois Legislative Studies Center, WSSU (a National Public Radio affiliate), the SSU Television Office, the Survey Research Office, the Institute for Training and Development, and *Illinois Issues* magazine. In addition, the institute coordinates the university's graduate internship programs. It provides a broad range of functional support services, including conference coordination and multi-media production. A publications unit provides editorial assistance and publishes books under the *Illinois Issues* imprint. In addition to university funding, support for the institute is provided by major grants from governmental agencies, foundations and non-profit organizations.

Interdisciplinary policy research studies of state and national significance are undertaken at the institute level, while the units within the institute develop applied research and public service activities that address problems of state and local significance. Reports emanating from these activities are published by the institute.

Research centers have a small permanent core of faculty with joint appointments in the center and in an academic program. Specific projects draw additional faculty who are temporarily assigned to a center or other unit in the institute. During their assignment to a project, all participating faculty have teaching and other academic obligations. This linkage

brings faculty public affairs experience to the classroom, provides a flexible staffing pattern that matches relevant faculty expertise to public problems, and helps to insure maximum benefit for instructional programs.

Center for Legal Studies

The Center for Legal Studies focuses research and service efforts on Illinois' legal system. Major areas of concern include criminal and juvenile justice, the courts and judiciary, alternatives to the courts, family and child welfare law, the legal rights of women and minorities, and health policy and the law. The center's fundamental objective, to contribute to a better understanding and improvement of the legal system in ways accessible to scholars, policymakers, practitioners and the general public, is accomplished through training, research, public service, and education and technical assistance.

The center conducts in-service, state-mandated training of all probation and detention personnel. It also offers workshops, seminars and conferences for other public employees and professionals on a variety of law-related topics.

Research projects focus on public issues related to the Illinois legal system, including the legal aspects of social policy questions and contemporary and historical perspectives on the court system and judiciary. Findings are distributed as reports, articles in professional journals, books and paper presentations at professional conferences and seminars.

Informational publications, conferences, speaking engagements and materials designed to improve teaching about the law at all educational levels help enhance public awareness and understanding of the legal system. The center, for example, publishes a "Your Rights Under the Law" series of educational booklets and has prepared a book on the Illinois Constitution for use in high schools throughout Illinois. Technical assistance in the preparation of documents, surveys, rules, legislation, manuals and research reports is also available to external bodies.

The Center for Legal Studies works with academic programs and other institute units to develop opportunities for faculty and students to supplement their academic interests through research and experiential learning activities. Students, both graduate and undergraduate, gain valuable experience by helping to develop and implement many of these center projects, most of which are externally funded.

Illinois Legislative Studies Center

The Illinois Legislative Studies Center's activities revolve around the Illinois General Assembly. The center coordinates experiential education, public service and applied research in the legislative arena.

The center's most prominent educational activity is administering the Illinois General Assembly's Legislative Staff Internship program. This program recruits outstanding graduate students nationally and provides them with an opportunity to serve with leadership or nonpartisan research agency staffs for a period of 10 1/2 months, beginning Oct. 1 each year. Other educational components of the center are the private sector program, a variable-length, graduate-level experience, that places interns in private associations that interact with the General Assembly, and the legislative applied study term for undergraduates.

Public service activities include sponsorship of conferences, forums and training sessions for a wide variety of people interested in the workings of the General Assembly. Monographs based on these activities are regularly published by the center.

The center's applied research projects generally are directed toward the function and structure of the General Assembly and toward questions of public policy or legislative processes. These projects afford students and faculty the opportunity to study in the legislative setting, conduct research and publish their findings.

Center activities and research have become increasingly comparative. *Comparative State Politics*, a publication for practitioners and scholars of state politics across the United States, is published bimonthly by the center.

SSU Public Radio Station

WSSU, Sangamon State's public radio station, began broadcasting on Jan. 3, 1975, and is affiliated with National Public Radio and American Public Radio. The broadcast schedule consists of news, public affairs, arts reporting and music (classical, jazz, folk and bluegrass). WSSU is operated by professional staff supplemented by faculty, student workers and community volunteers. Financial support comes from both state and federal sources and from tax-deductible contributions from listeners and businesses.

The station routinely serves other public stations in the state with news reports from the state capital via the Illinois Public Broadcasting Council satellite uplink, which is operated by WSSU. The station also operates a reading service for print-handicapped individuals in central Illinois.

At 91.9 on the FM dial, WSSU broadcasts a minimum of 18 hours daily, all in stereo. Its 50,000 watts of power deliver the signal within an 80-mile radius of Springfield. A monthly program listing, *Listener's Guide*, is distributed to those who help support the station through voluntary subscriptions. (A special student subscription rate is available.)

SSU Television Office

The SSU Television Office maintains a broadcast-quality, fully equipped television studio on the lower level of the Public Affairs Center. Both studio and portable equipment are used for the production of public affairs, documentary and educational programs, as well as for instruction in video production courses.

The office produces programs for distribution through the CONVOCOM microwave system, a two-way video "electronic highway" that links SSU with institutions and five public television stations in Jacksonville, Springfield, Peoria, Macomb, Quincy and the Quad Cities. Public affairs programs and telecourses are also carried on this network.

The SSU Television Office also operates SCAN-17 (Springfield Community Access Network), which has, since 1985, produced and aired more than 1,800 local programs.

Illinois Issues

Illinois Issues is a monthly magazine of government and public affairs operating under the guidance of a board appointed by the presidents of Sangamon State University and the University of Illinois. The magazine has established a solid reputation for thoughtful commentary and analysis of state issues in several fields: business and labor, education, energy, environment and taxation. The actions of all three branches of state government, as well as those of local government, are regularly covered and provide the focus for a recently published textbook, *Governing Illinois*.

Illinois Issues enlists academic scholars, journalists and officials from business, labor and government to present clear, objective reports on the people, problems and processes of government in Illinois. The magazine also publishes several columns on a regular basis, including "The state of the State," "Chicago" and "Politics."

First published in January 1975, the magazine's current circulation is approximately 7,000. Besides subscription income and contributions from individuals and Illinois businesses, the magazine is supported by the two sponsoring universities, grants and advertising revenues.

The magazine regularly employs student interns to work in a variety of positions. Students may receive *Illinois Issues* at a reduced subscription rate.

Psychohistory Review

The *Psychohistory Review*, published by the institute's publications unit, is the leading scholarly journal in its field. The Review contains articles, book reviews, research notes and bibliographic information contributed by scholars from throughout the country to keep its readers informed of recent developments in the field of psychohistory.

Center for Entrepreneurship and Enterprise Development

The Center for Entrepreneurship and Enterprise Development provides educational and outreach services for central Illinois business firms, aspiring entrepreneurs, nonprofit organizations and governmental agencies. It assists these enterprises in improving operational efficiency and organizational effectiveness.

An operating unit of the School of Business and Management, the center provides both opportunity and encouragement for the research, service and scholarship interests of faculty. Outside the university, it serves the regional community in several ways. It promotes and strengthens the spirit of entrepreneurship, assists individuals in the creation of new enterprises, provides research expertise toward solving business-related problems and offers management training workshops and seminars.

Springfield as Campus

At Sangamon State, the campus includes the community. Academic programs are structured to make maximum use of the capital city's resources, particularly state and federal agencies that provide internship, experiential and research opportunities. Students have access to the deliberations of the General Assembly and to committee hearings where the state's legislative policies are debated. Legislators and other elected officials, lobbyists, agency heads and commissioners are a vital part of the Springfield scene and comprise an incomparable human resource. Politics in all forms can be studied in Springfield, from the day-to-day functioning of regulatory commissions, legislative committees or local government bodies to special interest groups demonstrating on the Statehouse lawn.

Programs in the health field capitalize on downstate Illinois' largest medical center, including Southern Illinois School of Medicine, three hospitals, and more than 400 physicians and 18 nursing homes.

Programs in the humanities use such community resources as Sangamon and Menard counties' rich collection of historic sites and museums. The university foundation's Clayville Rural Life Center affords unique opportunities for studies in historic site interpretation, rural life, historic crafts and museum work.

Specialized libraries supplement these community-based learning opportunities. Available to students, these resources include the Illinois State Library, the Illinois State Archives, the Illinois State Historical Library, the Supreme Court Library and the SIU Medical Library. Springfield also hosts two additional institutions of higher education: Lincoln Land Community College and Springfield College in Illinois.

Known as the Prairie Capital, Springfield derives much of its character from its location in Illinois' rural heartland. Yet, located less than 100 miles from St. Louis and less than 200 miles from Chicago, the city also offers area residents convenient access to the cultural and commercial advantages of these large urban centers. Major employers of the area's 190,000 citizens are city, county, state and federal governments — there are approximately 16,000 public employees working in Springfield — health care delivery systems, insurance companies and other service industries.



Student Life

Student Life

Student life at Sangamon State University is both stimulating and comfortable. Intramural athletics, a number of active student organizations and regularly scheduled cultural attractions enliven campus life. Support services, ranging from housing to health care to computer services, make student life at SSU as convenient as possible. All services and activities are available to both full- and part-time students.

Housing

On-campus living complements and enhances the academic experience at Sangamon State. The unique living environment enjoyed by our residents combines the privacy of apartment living with the warm sociability and convenience of an academic residential community.

University Court, SSU's housing complex, includes 52 one-and two-bedroom units and 24 four-bedroom units and offers a variety of options to single students and those with families. Several apartments too are specially designed and equipped for students whose mobility is impaired.

Single students are housed in furnished apartments, where both private and shared bedroom assignments are available. Married students and students with families are assigned to one- or two-bedroom apartments that may be furnished or unfurnished. The number of these family units is limited. Rental costs vary according to the type of accommodation.

For those students with families, the university offers child care for children ages 2-5 during days that classes are in session. Regular school bus transportation is available for children attending local public schools.

Housing assignments are based on the date that a completed application is received. Full information and application materials may be obtained by contacting the SSU Housing Office at (217) 786-6190.

The SSU Housing Office also maintains information regarding off-campus accommodations. Staff will assist students in searching for off-campus housing, but students are responsible for arranging their own accommodations in the surrounding community.

Food Service

The main food service area is located in the Public Affairs Center, where a cafeteria, restaurant and catering services are available. A smaller cafe offering a limited menu is located in the Student Center, building D/E.

The cafeteria in the PAC features a wide variety of selections from a hot-food line, salad bar, dessert and beverage counters and a grill area. Three meals are served daily, Monday through Thursday, during the fall and spring semesters. On Friday and during the summer term, only breakfast and lunch are served.

The restaurant, open before most performances held in the SSU Auditorium, is available for conferences and receptions throughout the year.

The secondary food service operation in the Student Center has a grill area and offers a limited selection of fast foods, beverages and snacks. The cafe also carries a number of convenience store items. The cafe is open 11 a.m. to 7 p.m., Monday through Thursday, and 11 a.m. to 2 p.m. on Friday, during the fall and spring semesters. Summer hours are from 11 a.m. to 2 p.m.

Transportation

The Springfield Mass Transit District provides bus transportation between the Springfield downtown area and the university campus between 8 a.m. and 6 p.m., Monday

through Friday; limited service is available on Saturdays. Students may ride the bus between SSU and Lincoln Land Community College at no cost. Schedules and additional information are available from the Student Life Office in the Student Center, building D/E.

Parking

Full-time and part-time students, faculty and staff who use the university's parking lots are required to purchase parking decals and display them on their vehicles. Decals are sold at the Bursar's Office. Individuals may purchase two decals without presenting any vehicle ownership information. Persons needing decals for more than two vehicles must present a valid and current vehicle registration card for each additional vehicle.

Public Safety Department

Because Sangamon State is committed to making the campus as safe as possible, round-the-clock assistance is provided for students, faculty, staff and visitors by the university's Public Safety Department, located in McClelland House. In case of an emergency, such as a crime in progress, a fire or a medical emergency, public safety personnel can be reached by dialing 0 from any on-campus centrex phone. If a centrex phone is not available or if calling from off-campus, dial 786-6690.

All suspicious persons or activities should be reported to the Public Safety Department immediately. Don't take it for granted that someone else has already called; do it yourself. Even if what you report turns out to be a completely innocent act, the department would rather have 10 calls of this nature than one in which someone was ripped off or assaulted.

Computer Services

Students and faculty use the university's Computing Center for instructional and research activities. The center consists of two computer laboratories and a computerized classroom, located in the new Health and Sciences Building. A local area network provides users with access to a wide variety of MS-DOS-based software, a UNIX minicomputer and an IBM mainframe. Recently, parallel processing capability has been made available to students and faculty.

The center is open Monday through Thursday, 8 a.m. to 1 a.m.; Friday, 8 a.m. to 5 p.m.; Saturday, 9 a.m. to 5 p.m.; and Sunday, 2 p.m. to 10 p.m. Additionally, students living in the university's newest housing complex can use their own personal computers to access the local area network through network interfaces.

Bookstore

Follett's Lakeside Bookstore is located just off the cafeteria on the lower level of the Public Affairs Center. All texts required for classes are available in the store, including a large supply of used textbooks. In addition, the bookstore carries school supplies, reference and easy-reading books, greeting cards, gift items and SSU clothing.

Bursar's Office

The Bursar's Office, located on the lower level of the Public Affairs Center, cashes personal checks up to \$25, or \$25 over the amount of payment, for students presenting a valid SSU ID card. The office also operates a U.S. postal substation; collects registration, housing and other fees; and sells campus parking decals, bus passes for the Springfield Mass Transit District and travelers checks. MasterCard, VISA and Discover cards are accepted for all payments. Free notary public service is available.

The Bursar's Office is open from 9 a.m. to 5 p.m., Monday through Friday. During fall and

spring semesters and the first two weeks of summer session, office hours are extended to 6:30 p.m., Monday through Thursday. When classes are not in session, the office closes at 5 p.m.

ID Cards

Each student is issued an identification card at registration. The card is required to check out materials and equipment from the library and may also be used to secure ticket discounts and/or admission to university-sponsored events. Lost cards may be replaced, for a fee, by contacting the Student Life Office in the Student Center.

Learning Center

The Learning Center, an academic support service located in G 3, assists all members of the university community in developing their abilities to the highest possible level. Specialists in writing, mathematics and English as a second language, as well as a corps of outstanding student tutors, provide individual and group instruction in a variety of subject areas or in general academic development.

The center is open from 9 a.m. to 7 p.m., Monday through Thursday, and from 9 a.m. to 5 p.m. on Friday. In order to assure reserved time with staff members, call (217) 786-6503 to make an appointment.

Minority Services Center

The Minority Services Center was created in response to the concerns raised by minority students, staff and faculty. This concern for the problems minorities encounter at Sangamon State University has served to guide the center's growth and development. An integral part of the Division of Student Services, the center is involved with all units of the university as they relate to minority students. The center also hosts monthly meetings of the African-American Student Organization and the Black Faculty-Staff Caucus.

In pursuit of its minority service objectives, the center publishes a monthly newsletter, "The Common Bond," which serves as an outlet for student, staff and faculty articles, announcements, etc. Information on events within the larger Springfield community are also noted.

The Minority Services Center, located in F 46, is open from 9 a.m. to 5:30 p.m., Monday through Friday. For additional information, call (217) 786-6333.

Foreign Student Advising and Counseling

The Foreign Student Adviser's Office, located in Cox House, assists international students in getting the most out of their educational experience at Sangamon State. Services include interpretation of governmental and institutional regulations, orientation to the university and the community, and personal counseling. The foreign student adviser works with the International Student Association and the host family program to provide on-campus and off-campus opportunities for acculturation.

Highlighting foreign student activities on campus is the annual International Celebration. Students are encouraged to bring traditional clothing, pictures, musical instruments and crafts from home for participation in this exciting event.

Health Services

SSU's Health Services, located in C 139, provides treatment to all students, full- or part-time, whether or not they are insured. *Students do not pay a health service fee*, and most services are provided without charge. The university requires an interview and/or examination when legal obligations might be involved in cases such as on-the-job injuries or

injuries occurring on campus.

Services include treatment for minor illnesses such as colds, allergies and infections, as well as diagnosis and treatment of sexually transmissible diseases, diabetes and hypertension. Referrals to other physicians and to other agencies may be made through SSU's Health Services.

Special services are also offered, such as allergy injections, birth control, pelvic examinations and pap smears, referral for problem pregnancies, and individualized diet and weight control programs. Other services include health recommendations and immunizations for foreign travel and consultation about and administration of required and recommended immunizations. Laboratory tests are given at reduced rates and certain health-related equipment items, such as crutches, ice bags and heating pads, are available on loan with no charge for short periods of time. Health literature and information are available from Health Services and on pamphlet racks at various locations around campus.

A registered nurse is available during Health Services hours, Monday through Friday, 8:30 a.m. to 5 p.m. Physician's hours are Mondays and Thursdays only, 10 a.m. to noon. Please call (217) 786-6676 for an appointment.

All care is completely confidential.

Student Health Insurance

Each full-time student is assessed a fee for group health and accident insurance unless the student shows proof of equivalent coverage. Part-time students are also eligible to participate in the insurance program by completing an enrollment form and paying the required insurance fee. SSU-insured students may purchase identical coverage for dependents. Students insured during the spring semester may continue coverage for themselves and their dependents through the following summer even if they are not enrolled during the summer term. (To assure summer coverage, students must make application and pay the required premium prior to the last day of spring semester.)

University Child Care Center

Child care is provided at the university's Child Care Center for children, age 2 to 5. Considered one of the best child care facilities in the community, the center offers a varied program designed to address the needs of each child.

The center is open from 7:30 a.m. to 6 p.m., Monday through Friday. Further information and a current fee schedule are available at the center or at the Student Life Office.

Personal Counseling

Individuals in the university can, of course, experience personal and psychological problems. Counseling and psychotherapeutic services are provided to assist students, staff and faculty in coping with the adjustment problems they experience. The university's Counseling Center, located in Cox House, has staff members who are trained professionals qualified to provide psychological services on an individual or group basis. Staff also administer a number of psychological tests that can provide valuable personal information for clients.

Over the course of the academic year, the center provides adjustment seminars for the university community to help individuals cope with such problems as test anxiety, fear of public speaking, assertiveness and personal growth.

Individuals needing information or services should contact the center at (217) 786-7122.

Career Services and Placement

Today's competitive labor market makes career/life planning a necessary component of a student's academic experience. The Career Services/Placement Office, located in Cox House, provides data on career trends and occupational information to assist students with career decisionmaking. During the academic year, the office sponsors workshops on career exploration, skills and values identification and effective self-marketing techniques. Individual career counseling and occupational testing is also available.

Placement services include posted job listings, a newsletter, on-campus interviews and job leads for networking. Information about professional and graduate schools is also available. For more information, contact the office at (217) 786-6508.

Recreation and Athletics

The intercollegiate recreation and athletics program at Sangamon State is designed to meet the needs of three distinct groups of students: those who want to develop lifelong recreational interests, those who enjoy recreational competition for both teams and individuals and, in a few areas, those who desire competition at an intercollegiate level.

For the first and most numerous group, the program provides opportunities on campus to engage in activities on a less formal basis. A number of campus clubs bring together students who share a common interest in such pastimes as chess or bridge. Others can enjoy table tennis, billiards, pool or foosball in the Student Center's game room. More active students can play a few sets of tennis on one of the university's four courts or take advantage of the university's gymnasium, also located in the Student Center, which is available for aerobics, basketball, volleyball and badminton. Group activities include ski trips, canoe trips and other recreational excursions.

For those who enjoy more structured recreational activities, the university sponsors intramural leagues in softball, basketball and flag football. Tournaments in sports such as co-ed volleyball, tennis, table tennis, pool and billiards are also conducted throughout the year.

The university, a member of the National Association of Intercollegiate Athletics (NAIA), competes in several sports, including men's soccer, men's and women's tennis and women's volleyball. SSU also sponsors, with cooperation from the Island Bay Yacht Club, a co-ed sailing team.

Nearby Lake Springfield offers two public beaches, fishing facilities, public boat launching docks, parks and picnic areas, and a children's zoo. One public golf course is located near the lake, with four others scattered around the city. The Abraham Lincoln Memorial Garden, located on the lake shore, features nature trails that wind through 60 acres of trees, shrubs and flowers native to the Midwest of Lincoln's time. The university cosponsors the annual Lincoln Memorial run every spring.

Cultural Activities

Sangamon State University, Lincoln Land Community College and Springfield College in Illinois, as well as various community groups, all offer a variety of cultural attractions. Throughout the year, drama, dance and music productions are presented for the public's enjoyment.

Folk and rock musical groups appear frequently at SSU and LLCC. Both campuses also regularly hold indoor and outdoor student art exhibits. A film series, supported by SSU student activity fees, brings contemporary and classic films to campus. Sangamon State and Lincoln Land student ID cards provide free or reduced rate admission to activities offered by either institution.

The city's interest in the arts is evident. The Springfield Art Association, the Illinois State

Museum art gallery and an annual Old Capitol Art Fair expose area residents to a rich and varied view of the visual arts. A number of theatrical groups are active in the community and present regular productions, including a number of plays geared specifically for children.

Lectures

During its 20+-year history, Sangamon State University has sponsored appearances by many prominent figures: business executives, journalists, social scientists, consumer advocates, political leaders, creative writers and artists. Students have been able to hear such distinguished persons as Gov. Jim Edgar, Germaine Greer, Phyllis Schlafly, former Gov. James R. Thompson, U.S. Sens. Paul Simon and Jacob Javits, U.S. Commissioner on Civil Rights Mary Berry, anthropologist, author and scholar Yosef Ben-Jochannan, Shirley Chisholm, Cecily Tyson, Normal Mailer, Control Data Corporation President Robert Price, and Gene Roddenberry, creator and producer of the television series "Star Trek."

Each spring the university hosts the Lester Friedman Lectureship in Public Affairs. This lectureship, established in 1987, is a gift to the university from the Friedmans' children in recognition of their parents' strong support of education generally and of their long-standing involvement with Sangamon State in particular. Speakers have included Nobel laureate economists James Buchanan and James Tobin; Richard Franke, board chairman, president and chief executive officer of John Nuveen Co. Inc.; William J. Alley, board chairman and chief executive officer of American Brands Inc.; and Harlan Cleveland, professor emeritus of public affairs and former dean of the University of Minnesota's Hubert H. Humphrey Institute of Public Affairs.

Student Senate

Sangamon State students are urged to seek election to the Student Senate and to participate in university decisionmaking. Elections are held each spring and fall.

Students may earn academic credit for service in major areas of university governance: the University Assembly, its councils and its various standing committees. Procedures for earning credit are outlined in U.A. Bill 36, which may be obtained from the University Assembly's office, PAC 383, telephone 786-6664. Generally, students must write a report and self-evaluation, relating their experience to relevant public affairs literature. The report must be approved by the student's academic adviser and another faculty member in the student's academic program and by the speaker of the assembly.



Undergraduate Studies

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Zeitpunkt der Entstehung



Undergraduate Admission

As an upper-division institution, Sangamon State University offers several admission options.

Graduates of accredited community colleges holding an associate of arts or associate of science transfer degree are admitted as juniors. Graduates of Illinois community colleges holding these degrees are considered to have met all general education requirements.

Applicants with 54 or more semester hours of C average credit from any accredited institution of higher education who do not hold an associate degree may be admitted. These applicants are encouraged to have completed the 25 hours of required general education courses prior to admission to Sangamon State, but must have completed an English composition course as the minimum requirement for admission. Remedial or developmental courses are not applicable to admission requirements. (See general education requirements below.)

Advanced standing as a senior is provided to students transferring with 30 semester hours of upper-division credit beyond the 60 hours required for junior status. Only transfer credit hours with a grade of C or better are acceptable for advanced standing. Students entering as seniors must complete a minimum of 30 semester hours at Sangamon State and must complete all program and university degree requirements.

Qualified early admission is available for applicants who have completed a minimum of 45 semester hours of B average work and who have completed a minimum of 15 of the 25 semester hours of required general education courses. This must include English composition. (See general education requirements below.) These students must accumulate a minimum total of 120 semester hours to graduate from Sangamon State. Some programs may require more hours.

An alternative admission process is available for mature students with a minimum of 12-15 years of life/work experience beyond high school but who have not met the lower-division requirements. This program provides for waiver of some lower-division credits based on life/work experience to provide admission to the junior year. (See section on alternative admission below.)

Admission to the university does not constitute matriculation into a particular degree program. Some programs have special entrance requirements; others have limited enrollments. Applicants should check program descriptions in this catalog to learn of special requirements and/or enrollment limits.

Immunization Requirement

Students born Jan. 1, 1957, or after are required to provide proof of immunization against measles, mumps, rubella, diphtheria and tetanus. Illinois legislation requires all public and private universities in the state to require these immunizations of their students. The purpose of this requirement is to prevent the introduction and spread of vaccine-preventable diseases among students and the surrounding community.

Students are exempt from this requirement if they were born prior to 1957, have previously attended Sangamon State University, are taking classes outside of Sangamon County, or are enrolled for less than six semester hours. Students may also file for a medical or religious exemption.

Questions concerning this policy should be directed to SSU's Health Services.

General Education Requirements

ENGLISH COMPOSITION IS THE ONE GENERAL EDUCATION REQUIREMENT THAT MUST BE MET BEFORE ADMISSION TO SSU. All students without an associate in

arts or associate in science transfer degree from an Illinois community college must satisfy the general education requirements at SSU if these were not completed elsewhere. To avoid extending the upper-division degree requirements, students are encouraged to complete the general education requirements *prior to admission to SSU*.

Students must successfully complete the following general education requirements:

English (two courses, one of which is in composition)	At least 6 semester hours
Humanities (two courses)	At least 6 semester hours
Social Science (two courses)	At least 6 semester hours
Math (one course)	At least 3 semester hours
Science, with lab (one course)	At least 4 semester hours

Residency Requirement (minimum SSU hours)

To receive a Sangamon State bachelor's degree, students transferring with upper-division credit must earn a minimum of 30 semester hours at Sangamon State University, 12 of which must satisfy university requirements in the areas of public affairs colloquia, liberal studies colloquia and applied study, and must fulfill the specific requirements of the chosen degree program.

Alternative Admission Opportunity

It is possible for a student with less than 60 undergraduate semester hours of credit to be considered for admission to a bachelor's degree program at the junior level. The program is for the mature student who seeks junior status and has had extensive life learning that may be considered in lieu of the traditional classroom learning during the freshman and sophomore years. Ordinarily it is expected that the applicant would have had a *minimum of 12-15 years of experience beyond high school*. The Admissions Committee provides an individual assessment of each applicant's eligibility based on a written narrative providing a review of learning through life experience; letters of recommendation that reinforce the demonstrated skills, work experiences and other learning experiences; demonstration of competency in the five areas of general education by *either* completing the required courses in general education or the equivalent appropriate College Level Examination Program (CLEP) tests. Applicants must also submit official transcripts from any college or university where credit was earned. Interested persons should contact an SSU admissions counselor for additional information.

Non-degree Seeking Students

Persons with two years of college credit or equivalent experience, *who are not seeking a degree from SSU*, may enroll for courses at Sangamon State University as non-degree students. Non-degree students normally take one class per semester and are asked to define their educational goals before exceeding 16 semester hours as undergraduates.

Students who choose to become degree candidates must complete regular admissions procedures, including acceptance into a degree program. When formal admission is attained, course work completed as a non-degree student is evaluated by the relevant academic program and may or may not apply toward graduation requirements, according to the decision of the program.

Students who want to continue taking courses as non-degree seeking students may do so with the understanding that these courses may not count toward a degree at a later date without academic program approval.

Admission for International Students

The university seeks to maintain a cosmopolitan atmosphere consistent with its focus on literacy, public affairs, problem solving and lifelong learning. To that end, Sangamon

State admits international students whose academic preparation and educational and personal goals indicate they will be successful in completing the university curriculum.

For undergraduate admission, an international student must have completed the equivalent of two years (60 semester hours) of C level college or university work. If the previous course of study did not include the general education requirements (see p. 31), those courses will become part of the graduation requirements for a Sangamon State University degree. If they must be taken at SSU, these general education requirements may extend the bachelor degree credit hour requirement.

International students needing to satisfy the English composition requirement must take UNI 490 Writing/Speaking for International Students during their first term of attendance. This course will *not* count toward the SSU degree.

Applicants should refer to the appropriate degree program section of the catalog to determine if the program has special requirements for admission. An I-20 AB certificate of eligibility cannot be issued to an applicant until he/she has been accepted by the program.

Applicants applying from abroad whose native language is not English must submit official TOEFL scores. A score of not less than 500 will fulfill the English proficiency requirement for undergraduate admission.* All students whose native language is not English are required to take an English proficiency test on campus the week before registration. Test results do not affect admission to the university but will be used to determine the need for an English as a Second Language (ESL) class.

For maximum consideration, foreign student applications should be received by the following dates: fall semester — June 1, spring semester — Nov. 1, summer session — April 1.

For further information, contact the Office of Admissions and Records.

*Applicants who fail to meet the English language requirement may enroll at an ESL Language Center. Proficiency certification by ESL meets the English language requirement for admission.

Senior Learners

Two programs designed especially for senior learners are available at SSU.

NON-DEGREE CREDIT. The senior learner program is open to all persons who have reached their 62nd birthday by the relevant registration day. Senior learners may audit special interest courses, may park on campus and may enjoy university library privileges for the fee of \$10 per term. The senior learner program does not offer academic credit and does not require graded tests or papers. To register, contact the Office of Admissions and Records.

DEGREE CREDIT. A senior citizen's tuition waiver program is available for persons 65 or older with incomes less than \$12,000 per year. This program allows persons to earn undergraduate or graduate credit by paying only university fees, with the tuition being waived. Regular class expectations must be met for academic credit. This program must be arranged through the Office of Financial Assistance.

Bachelor's Degree Requirements

General Requirements: Bachelor's Degree

To earn a bachelor's degree from Sangamon State University, a student must fulfill the following requirements:

- Earn 60 semester hours of credit at the upper-division level.
- Earn a minimum of 30 semester hours credit in residence at Sangamon State.

- Satisfy general education requirements (see p. 31).
- Satisfy university requirements regarding public affairs colloquia, liberal studies colloquia and applied study term of at least 12 semester hours.
- Receive certification of adequacy in communication skills from the program conferring the bachelor's degree.
- Complete course work with a cumulative Sangamon State grade point average of at least 2.0.
- Complete successfully the Illinois and United States constitution examinations in order to satisfy the requirements of Illinois School Code Sec. 27-3. (Must be completed only once at the collegiate level.)
- Fulfill all academic program requirements.
- Complete the graduation contract.
- Pay a graduation fee of \$20 (subject to change).

Statement of Purpose

A student with a bachelor's degree should be able to comprehend written and spoken communications from simple narrative to scholarly exposition, novels and poetry and should be able to use and apply abstractions, principles, ideas or theories to concrete situations. Content as well as form is important to a baccalaureate education. The student should have broad familiarity with the social sciences, humanities, sciences, mathematics and English. In addition, Sangamon State University mandates a special understanding of public affairs in the broadest and most humanistic sense.

The student receiving a bachelor's degree will:

1. Be able to recognize significant terminology, facts, theories, issues, findings, abstractions, universals, principles and generalizations within a discipline; further, have a familiarity with ways of organizing, studying, judging and criticizing relevant knowledge in a chosen field, including methods of inquiry, patterns of organization and standards of judgment;
2. Be able to use the relevant knowledge within a discipline, through reading, interpreting and evaluating the appropriate literature, analyzing data, understanding implications, and formulating and defending conclusions;
3. Demonstrate a mastery of appropriate skills within a chosen discipline and an ability to apply such knowledge and skills and demonstrate an ability to apply abstractions in concrete situations.

Undergraduate Degree Programs and Areas of Study

Sangamon State University offers 23 undergraduate degree programs. These range from traditional disciplines such as history, economics and biology to more career-oriented concentrations such as health services administration, business administration and social justice professions or interdisciplinary programs such as communication. In addition, Sangamon State offers an unusual alternative called the individual option program.

The Office of Admission and Records can assist students who are choosing an academic program. This assistance includes life/career planning, vocational testing and interpretation, and referral to appropriate academic programs for further information.

Degree Programs

Sangamon State awards the following baccalaureate degrees:

Accountancy (B.A.)*	Labor Relations (B.A.)*
Biology (B.A.)*	Legal Studies (B.A.)*
Business Administration (B.B.A.)	Management (B.A.)
Chemistry (B.S.)*	Mathematical Sciences (B.A.)*
Child, Family, and Community Services (B.A.)	Medical Technology (B.S.)
Communication (B.A.)	Nursing (B.S.N.)
Computer Science (B.A.)*	Political Studies (B.A.)*
Economics (B.A.)*	Psychology (B.A.)*
English (B.A.)*	Social Justice Professions (B.A.)*
Health Services Administration (B.A.)*	Sociology*/Anthropology (B.A.)*
History (B.A.)*	Visual Arts (B.A.)*
Individual Option (B.A.)	

*These programs offer minors.

Individual Option Program

The individual option program provides a unique opportunity for students to design their own major concentration. The program is aimed at students who want to combine areas of study rather than to pursue a traditional discipline or for those who want to focus on an area of study not covered in established programs at SSU but for which faculty competencies and other resources are available.

Generally, individual option degrees are based on broad topics or problems that reflect particular student needs and interests. Two courses, INO 301 Self-directed Learning and INO 311 Individual Option Colloquium, offer students the opportunity to explore and develop particular courses of study. The student works with an advising committee of faculty and peers in preparing a personal degree program.

Persons who wish to pursue a degree in African-American and African studies, women's studies, energy studies or international studies will find the individual option program well suited to their needs.

Minors

In addition to regular degree programs, Sangamon State offers 22 minors. Courses in each minor enable students to design fields of study outside their chosen major degree program.

Approved minors include:

Accountancy	Labor Relations
Anthropology	Legal Studies
Biology	Management Information Systems
Chemistry	Mathematical Sciences
Computer Science	Psychology
Economics	Social Justice Professions
English	Philosophy
Environmental Studies	Political Studies
Health Services Administration	Sociology
History	Visual Arts
International Studies	Women's Studies

Thematic Activities

Thematic activities are multidisciplinary explorations of current issues and problems through courses, research, conferences, experiential learning opportunities and community outreach.

These opportunities involve faculty and students throughout the university. Themes include African-American and African studies, astronomy/physics, energy studies and spoken foreign language. For further information, see individual descriptions in this catalog.

Media-Based Courses

Sangamon State University offers several learning opportunities through the media, including radio sideband, television and newspaper courses. The university's FM public radio station offers sideband courses over a special educational broadcasting frequency. Students who register for these courses are provided with a special receiver. The major portion of educational material is provided through readings and through broadcasts, although campus discussions are conducted. Newspaper and TV courses are offered in a similar manner. Students earn regular college credit and enroll in these courses as they would in traditional courses. Courses are listed in the course schedule each semester.

Spoken Foreign Languages

SSU is part of a national network of schools offering instruction in unusual or critical languages such as Chinese, Japanese, Russian, Arabic, Portuguese and Swahili. Offered sequentially for four credits each semester, spoken foreign language courses focus on self-instruction with tutoring from a native speaker of the chosen language. Students work with cassette tapes 10 to 12 hours each week. They also meet with a native speaker for an hour and a half, twice a week. At the end of each semester, an external examiner gives each student an oral examination, the primary basis for the final grade.

Critical languages are offered in two-year sequences. All courses are listed in the course schedule under the UNI 440 series. Prior permission is required for enrollment.

University Requirements

Students are required to complete a minimum of 12 semester hours of university requirements in the areas of liberal studies, public affairs and applied study. The 12 semester hours must include at least four hours in each of at least two of these areas. Academic programs may determine which areas are appropriate for their students. In programs that do not specify a distribution of courses among the three areas, each student and the adviser and program must agree on a fitting distribution of courses for that student before the student completes 30 hours of upper-division work. Program requirements, equivalent course work and equivalent learning from prior experience will be used in reaching this agreement.

Academic Advising

Following admission to the university, each student is assigned a faculty adviser from the appropriate academic program. Faculty advisers work with students to assure satisfactory progress toward graduation and toward personal and career goals. At any time, students may change advisers by completing a Selection of Faculty Adviser form with the newly selected faculty member.

In recognition of the maturity of upper-division and graduate students, the university entrusts the student with substantial initiative in the academic advising process. Students should arrange appointments with their advisers prior to each registration, particularly their first, and should maintain contact with the adviser throughout their academic studies. *It is*

especially important for students to meet with faculty advisers prior to the final term of study in order to arrange for all necessary graduation requirements.

Catalog Requirements

Students may choose to meet the academic program requirements of the catalog in force at the time of their admission to the university as a degree candidate or of any catalog in force during a period subsequent to admission, not to exceed seven years for bachelor's candidates. Students unable to complete graduation requirements within this period may, at the discretion of their academic programs, be held responsible for requirements in the catalog in force during their year of graduation.

Liberal Studies Colloquia (LSCs)

The liberal studies colloquia are multidisciplinary courses that engage important issues using points of view and value systems that extend beyond the usual cultural and disciplinary boundaries and contexts. Where possible, students will study and discuss primary works that have significance beyond a single discipline.

Each semester a number of different colloquia are offered. There are no prerequisites for any of these. While the choice of a LSC is the student's prerogative, students are encouraged to select LSCs with focuses outside their major programs. Descriptions are published each semester in the course schedule.

Public Affairs Colloquia (PACs)

Sangamon State University features a unique series of courses called public affairs colloquia. Each semester a number of different colloquia are offered, with several objectives in mind: to explore and cultivate an informed awareness of contemporary issues and situations; to provide, through an interdisciplinary approach to these issues, a wider understanding and stronger research and problem solving skills; to investigate the formulation and implementation of public policymaking and to realize its multidisciplinary consequences; and to foster and preserve a sense of community through shared information and intellectual values. There are no prerequisites for any of the colloquia.

Like the LSC, the choice of a PAC is the student's prerogative, however, students are encouraged to select PACs with focuses outside their major programs. Descriptions are published each semester in the course schedule.

Applied Study and Experiential Learning Term

The applied study and experiential learning term (AST) gives students the opportunity to relate academic learning to practical experience. Through the AST, students have the opportunity either to experiment with career options or to broaden and expand a current area of expertise. The AST process emphasizes the development of skills in planning, evaluation and independent learning. Critical to the concept of the AST is the integration of theoretical knowledge with applied skills.

Students should consult with their academic advisers and the AST faculty on the integration of their academic studies and experiential learning. It is recommended that at least 12 semester hours of credit in the student's major be completed before enrolling in the AST.

Credit for Prior Learning

Credit for prior learning (CPL) enables qualified undergraduate and graduate students to receive academic credit for college-level learning acquired outside the classroom. The CPL process is particularly valuable for persons with extensive backgrounds in a profession, in workshops or seminars, in community service and volunteer work, in relevant

travel and hobbies and/or in independent research.

Interested persons are encouraged to enroll in AST 401 Assessment of Experiential Learning, a course which includes an overview of current issues in lifelong learning. AST 401 also assists students in preparing a detailed portfolio that describes and documents the learning to be assessed for credit. In preparing portfolios, students plan their proposed course of study in the context of previous learning experiences and attempt to develop an awareness of their strengths as learners. In addition to classroom work, students consult individually with appropriate faculty members.

Faculty members review portfolios and evaluate requests for credit in individual areas of expertise. A university-wide faculty committee monitors the entire CPL process.

Persons interested in requesting credit for prior learning are urged to contact the CPL office as early as possible. Portfolios may be submitted for assessment any time after a student is admitted to the university and should be submitted at least a semester before the student expects to graduate.

A student procedures guide and current fee assessment information are available from the CPL faculty.

Constitution Requirement

The Illinois School Code (Sec. 27-3) requires all students graduating from public institutions in Illinois to pass an examination on basic principles, documents and practices of the governments of the United States and of the state of Illinois. Credit earned in certain courses at SSU or other institutions may be approved in lieu of a specific examination. This requirement need only be satisfied once at the collegiate level. Nonresident aliens who are returning to their home countries immediately upon graduation are exempt from this requirement. For further information, consult the vice president for student services.

Graduation Contract

The commencement ceremony to award bachelor's and master's degrees is held annually at the end of the spring semester. However, a student may file a graduation contract during any semester or summer term in which degree requirements will be completed. The student should submit the contract to the Office of Admissions and Records no later than the end of the eighth week of classes during a semester or the end of the fourth week of classes during a summer term.

The contract must be approved by the student's adviser, the program convener or director, and the appropriate dean. Students may submit graduation contracts for early evaluation during the semester or term prior to their final term. Contract forms are available in the Office of Admissions and Records.

Use of Lower-division Courses for Degree Credit

A Sangamon State student may include up to 12 semester hours of lower-division credit toward a bachelor's degree. The application of such credit must have the approval of the student's adviser, a program representative and the appropriate dean. Students must have upper-division status at the time the lower-division credit is earned. In addition, the lower-division credits may not pertain to a previous degree and a grade of C or better is required.

Requirements for a Double Major

Students may earn a bachelor's degree in two major areas of study. All program requirements for each major area must be completed. Courses from one program may be used as electives in the other if previous program approval is obtained. All university requirements for the bachelor's degree must be met. Normally, only one applied study term is required; *it must be approved by both programs.*

Second Bachelor's Degree

Persons who have already earned the baccalaureate degree and seek a second B.A. or B.S. degree from SSU must complete all hours toward the major that are required by the academic program. A minimum of 30 semester hours toward the second degree must be completed at Sangamon State University. If the first bachelor's degree was earned at SSU, an additional PAC is not required; however, a second applied study term may be required by the academic program. Students who earned the previous degree at another institution must meet university requirements regarding public affairs colloquia, liberal studies colloquia and applied study term.

Academic Standards

Bachelor of Arts and Bachelor of Science University Honors

Academic honors are bestowed as a means of recognizing and encouraging superior academic achievement among baccalaureate candidates.

Honors criteria are as follows:

- (a) Only grades obtained at Sangamon State University will be considered.
- (b) The grade-point average will be calculated on all graded, undergraduate credit received at Sangamon State University.
- (c) At least 30 hours of graded credit must be accumulated at Sangamon State University to be considered for honors.
- (d) Final grade-point average of 3.75-3.86 shall receive a With Honor designation.
- (e) Final grade-point average of 3.87-3.94 shall receive a With High Honor designation.
- (f) Final grade-point average of 3.95-4.0 shall receive a With Highest Honor designation.

Honor statements will appear on the diploma and transcript. Honor recipients will be recognized at commencement.

Academic Load

For purposes of tuition and fees, a student enrolled for 12 or more semester hours of course work during the fall or spring semesters or six semester hours of course work in the summer term is considered a full-time student. Students enrolled for fewer hours are considered part-time.

Most courses at Sangamon State University earn four semester hours of credit. The normal course load for a full-time undergraduate student is four courses, or 16 semester hours. The normal course load for part-time students is one or two courses, or four to eight semester hours.

Any student who wishes to enroll for more than 18 semester hours during the fall or spring semesters or more than eight semester hours during the summer term must first submit a completed student petition form to the Office of Admissions and Records with the appropriate signatures.

Tutorials

As one expression of the university's commitment to the individual student, faculty members supervise independent study in the form of tutorials. Taken at either the undergraduate or graduate level, tutorials are intended to supplement, not supplant, regular course offerings. Students desiring to structure one-to-one learning experiences not regularly available but nevertheless relevant to their programs of study must secure the consent of the faculty member prior to registration. The student submits a tutorial proposal form that indicates a proposed title, topic, method of study, amount of tutor-student contact and

means of evaluation, as well as the level of study and the hours of credit sought. If the faculty member accepts the proposal, he or she signs a With Permission of Instructor (WPI) form that the student must submit at registration. At the end of the semester, the faculty member records the final results of the student's work and the tutorial appears on the transcript by course number, title, grade and number of credits earned.

University Courses

In addition to regular disciplinary courses, Sangamon State offers a number of university (UNI) courses. UNI courses provide specialized knowledge and skills in academic areas that are not established components of the university's curriculum. Examples include library research (UNI 401), grant and proposal writing (UNI 402), career planning and self-assessment (UNI 403) and the spoken foreign language series (UNI 440). Additional UNI courses, with descriptions, are published in the course schedule each semester.

Grading

Students receive grades according to the following letter grade scale.

GRADE SYMBOL	DEFINITION	GRADE POINTS PER HOUR	EXPLANATION AND RESTRICTIONS
A	Excellent	4.0	Courses in which U grades are earned do count in determining grade point average but do not apply toward graduation. For use in CR/NC option. CR represents a grade of C or better for undergraduates or B or better for graduate students. Undergraduate students who earn grades of D or U or graduate students who earn grades of C, D or U under the credit/no credit option will have NC recorded on their transcripts. A W will appear on the transcript for the course(s) from which the student officially withdrew. A student who fails to withdraw officially from a course will be assigned a U grade.
B	Good	3.0	
C	Fair	2.0	
D	Marginal, but passing	1.0	
U	Unsatisfactory, or unofficial withdrawal	0.0	
CR	Credit (used only in credit/no credit grading option)	----	A student who fails to withdraw officially from a course will be assigned a U grade. A student may request approval for an incomplete from the instructor when all work for a course has not been completed.
NC	No Credit (used only in credit/no credit grading option)	----	
W	Authorized Withdrawal	----	
I	Incomplete	----	

continued

R*	Deferred (used only for courses of a continuing nature, such as graduate research)	----	An R symbol will continue to appear on a student's grade report until the course work has been completed and a grade has been assigned. During the interim, re-registration is not necessary.
AU	Audit (no grade or credit earned)	----	Changes of enrollment from credit to audit may be done through the last day for authorized withdrawal with the approval of the instructor. Students enrolled for full-time academic work must include any course they wish to audit as part of the maximum permitted load. If an auditing student does not attend classes regularly, the instructor may determine that the audited course should not be placed on the student's transcript. A student may not change from audit to credit in any course, nor can credit for the audited course be established at a later date.

*Courses for which an R grade may be awarded will be designated in advance.

Instructors may submit plusses and minuses for grades A through D. Grade-point equivalents are:

GRADE POINTS		GRADE POINTS	
GRADE	PER HOUR	GRADE	PER HOUR
A	4.0	C	2.0
A-	3.7	C-	1.7
B+	3.3	D+	1.3
B	3.0	D	1.0
B-	2.7	D-	0.7
C+	2.3	U	0.0

Grading Option: Credit/No Credit

Students who select the credit/no credit (CR/NC) grading option must officially register their intent with the Office of Admissions and Records before the course is three-fourths completed, which is the last day to withdraw. (See sections on withdrawal from courses on p. 43.) No changes are acceptable after the designated date. Limits on the number of credit hours earned under the credit/no credit grading option may be established by individual academic programs.

Credit is awarded under the credit/no credit grading option when the undergraduate student's work represents a grade of C or better or when the graduate student's work represents a grade of B or better. When a student's work is not equivalent to the relevant grade, a grade of NC is recorded on the transcript.

Courses taken under the credit/no credit grading option are not included in the calculation of the grade-point average. For courses taken under this option, the symbols CR, NC, I, R and W are recorded on transcripts where applicable.

Incomplete Work

A student who has not completed all work at the end of a term may request approval for an incomplete (I) from the instructor. Twelve hours of incomplete at any one time, however, causes the student to be placed on academic probation (see academic probation policy below). A grade is given once the work has been completed. The time limit for completion of incompletes is determined by the faculty member. Courses for which an incomplete is recorded may be repeated. If the course is repeated successfully, the I is deleted from the transcript and replaced by the new grade.

Grade-point Average

Grade points are determined by multiplying the grade points per hour by the number of semester hours earned in a course. The grade-point average is computed by dividing the total number of grade points in courses completed at Sangamon State by the total number of hours represented by those courses (excluding courses with grades of CR, NC, W, I, R or AU).

The Office of Admissions and Records uses the grade-point average to report each student's academic progress (see academic probation policy below). Grade-point averages appear on students' end-of-term grade reports and on official transcripts. Students may ask to have their cumulative grade-point average omitted from their official transcript by notifying the Office of Admissions and Records.

Dean's List

The university recognizes superior academic achievement of undergraduate students at the end of fall and spring semesters. Criteria for placement on the dean's list include a semester grade-point average of 3.75 or more, enrollment in at least eight, graded semester hours and no incomplete grades for the semester.

Graduation Grade-point Average

Undergraduate students must have a Sangamon State cumulative grade-point average of at least 2.0 to receive a bachelor's degree.

Satisfactory Progress

For full-time students, the university defines satisfactory progress as completion of 12 semester hours (six in summer term) with a GPA of 2.0 or better per semester of enrollment.

Academic Probation

At the end of any semester in which an undergraduate student has a Sangamon State cumulative grade-point average of less than 2.0, the student is placed on academic probation. Courses taken for credit/no credit do not count in calculating this average. Non-degree seeking students are exempt from this policy. In addition, students who accumulate 12 hours or more of incompletes are subject to probation.

Students on academic probation may enroll for up to 12 hours credit in the subsequent semester (six hours in the summer term), provided an Academic Probation Registration form is completed with appropriate signatures. Students placed on academic probation for two successive semesters will be suspended from the uni-

versity and must then wait two semesters before petitioning for re-admission. Students with exceptional circumstances may appeal immediately to the appropriate academic dean.

For complete details on Sangamon State's academic probation policy, students are encouraged to consult their faculty adviser or the registrar.

Withdrawal from Courses: Tuition and Fees

Students may withdraw from courses or change to or from credit/no credit or audit, according to the following schedule:

TIME PERIOD	TIME OF WITHDRAWAL	AMOUNT OF REFUND
1	Before first day of the semester	All tuition and fees refunded.
2	First to 15th calendar day of the semester (late registration period)	All tuition and fees will be refunded except for a service charge assessed for students withdrawing completely from the university.
3	16th to 30th day of the semester	Twenty-five percent of tuition only will be refunded.
4	After 30th day of the semester	NO REFUND

(For summer sessions, change 15th to 8th, 16th to 9th, and 30th to 15th. For intensive weekend or short courses, change 15th to one-eighth of total days, 16th to one-eighth to one-fourth of total days, 30th to more than one-fourth of total days of the course.)

Withdrawals must be made by contacting the Office of Admissions and Records and are dated at the time they are officially accepted by the registrar. If tuition and fees have not been paid at the time of withdrawal, the refund will be credited to the student's account.

Withdrawal from Courses: Academic

Students may terminate registration in a course by officially withdrawing and meeting the following deadlines:

IF COURSE MEETS FOR:	DEADLINE TO WITHDRAW:
16 weeks	end of 12th week
8 weeks	end of 6th week
4 weeks	end of 3rd week
less than 2 weeks	end of 5th day

The same deadlines apply to changes in grading options: from letter grade to credit/no credit and vice versa and changes to audit.

It is the student's responsibility to complete and submit an Add/Drop Registration form or letter to the Office of Admissions and Records or contact the office by phone by the official deadline. No withdrawals will be processed after the published deadlines. When the withdrawal occurs during Time Period 3 or 4, a W appears on the student's transcript for the course(s) from which the student withdrew. No notation appears on the transcript when the withdrawal occurs during Time Period 1 or 2. A student who fails to withdraw officially from a course will be assigned a U grade.

Repeating Courses

Students may repeat courses at Sangamon State University, although some academic programs may have restrictions on the number of times a particular course may be repeated. If a student repeats a course in which any grade was earned, the grade of the repeated course will appear on the student's end-of-term grade report and transcript. The first grade

entry only will be deleted from the transcript and will not count in determining a grade-point average. Subsequent repeats will appear on the transcript and will be used in grade-point average calculation.

Course Numbering System

Each course has a three-letter prefix that indicates that it is a course in a particular program (e.g., CFC — child, family, and community services; HIS — history) or an applied study term (AST), public affairs colloquium (PAC), liberal studies colloquium (LSC) or university course (UNI). Each course also has a three-digit number.

Courses numbered 300 through 399 are open to juniors and seniors. Courses numbered 400 through 499 are open to juniors, seniors and graduate students. Courses numbered 500 through 599 are open to graduate students.

When a course number ends in 91 to 98, the course is experimental and not yet included in the regular university curriculum. Courses with numbers ending in 0 (for example, LIT 480) are generally topics courses in which the subject matter changes in successive semesters. These courses may be repeated but students may not receive credit for the same topic more than once.

Undergraduate/Graduate Concurrent Enrollment

Undergraduate students who are within 16 hours of completing all bachelor's degree requirements may enroll in undergraduate and graduate courses concurrently. Undergraduate students taking courses for graduate credit will be evaluated at the graduate level of expertise and quality. Students should complete a student petition form to be signed by the instructor of the graduate course, the graduate adviser, convener and appropriate dean.

Graduate courses will be designated as graduate credit when the bachelor's degree is granted, but this does not imply admission to the graduate program in which the course work was taken.

Undergraduate Enrollment in Graduate Courses

Undergraduate students who wish to enroll in 500-level courses for credit toward the bachelor's degree must have the approval of their faculty adviser and the course instructor. The instructor's approval is indicated by his or her signature on the With Permission of Instructor (WPI) form, which must be acquired prior to registration. Such students are evaluated at the graduate level.

Student Grievances

Students expressing a grievance about the application of university policy, academic or non-academic, shall attempt to seek informal resolution of the matter with the faculty or staff member involved or, if necessary, with the help of the immediate supervisor of the faculty/staff member. If such informal procedures fail to resolve the matter in an equitable manner, the student may initiate the formal grievance procedure. Necessary forms and information are available from the dean of student services.

Right to Review Files

In accordance with the Family Educational Rights and Privacy Act of 1974, students at Sangamon State University have the right to inspect and review their official university records, to request corrections or deletions and to limit access to such records by other persons.

Plagiarism

To plagiarize is to present as one's own a thought, writing or invention belonging to

another. It usually takes one of the following three forms and is done without proper acknowledgement: the inclusion of another person's writing in one's own essay, paraphrasing of another person's work or presentation of another person's original theories, views, etc.

If an allegation of plagiarism exists, disciplinary proceedings may be initiated and carried out within the academic program of the teaching faculty in which the alleged offense occurred. In the case that a student is alleged to have committed plagiarism, an instructor may refuse to grade the assignment and record it as no credit. Penalties may include no credit (i.e., failure) in the course as well as recommendation for disciplinary probation, suspension or dismissal from the class, program or the university.

Registration Procedures

Specific information regarding the dates and times of registration is published in the course schedule each semester and summer term. Generally, the course schedule is available from the Office of Admissions and Records at least two months prior to the beginning of the semester or summer term. The course schedule lists the current semester or term's courses and gives up-to-date information on registration procedures, tuition and fees and relevant semester or term deadlines. Information in course schedules supersedes similar information in the university's catalog.

Tuition and Fees Per Semester*

	Undergraduate		Graduate	
	In-State	Out-of-State	In-State	Out-of-State
FULL-TIME STUDENTS (12 or more semester hours)				
Tuition	\$822.00	\$2,466.00	\$837.00	\$2,511.00
Activity Fee**	18.00	18.00	18.00	18.00
Noninstructional Facility Fee	6.00	6.00	6.00	6.00
Gym Fee	18.00	18.00	18.00	18.00
Health Insurance	97.00	97.00	97.00	97.00
TOTAL	\$961.00	\$2,605.00	\$976.00	\$2,650.00
PART-TIME STUDENTS (1-11 semester hours)				
Tuition (per semester hour)	68.50	205.50	69.75	209.25
Activity Fee**	9.00	9.00	9.00	9.00
Noninstructional Facility Fee	3.00	3.00	3.00	3.00
Gym Fee	9.00	9.00	9.00	9.00
OTHER FEES				
Student-to-Student Grant (optional)				\$ 3.00
Illinois Student Association (fall semester only)				1.00
Late Registration Fee				10.00
Late Add Fee				5.00
Service Charge (for those students who withdraw from the university during the first 15 calendar days; eight days in summer)				25.00
Service Charge (deferred payment plan)				5.00
Late Payment Fee (for failure to meet each deferred tuition payment date)				

Parking Fee (semester)	7.50
Transcript Fee	2.00
Bachelor's Degree Graduation Fee	20.00
Master's Degree Graduation Fee	25.00

Summer term fees will be listed in the summer schedule.

**Tuition and fees are subject to change. Students should check with the Office of Admissions and Records or refer to the course schedule.*

***Peoria students are charged \$5 for the activity fee.*

****1.5 percent per month assessed on billed and unpaid balance.*

Tuition and fees are assessed at the time of registration and are subject to change without notice. Current procedures and due dates are published in the course schedule.

The university reserves the right at the time of registration to require full payment from students who have failed in the past to pay tuition and fees on time. Students with outstanding accounts are not permitted to register for subsequent semesters or to receive transcripts and are not eligible to receive a degree. Bills are mailed to students who advance register. A 1.5 percent late charge per month is assessed on the billed and unpaid balance.

Students are responsible for charges for all courses that are not officially dropped with the Office of Admissions and Records prior to dates specified in the course schedule for tuition and fee adjustment. Courses must be officially dropped by letter, phone or in person at the Office of Admissions and Records. Questions regarding billing or payment should be directed to the Accounting Office.

Residency Determination for Tuition

Resident status determination is in accordance with Board of Regents policy. Students, to be considered residents, must have been bona fide residents of the state for a period of at least six consecutive months immediately preceding the beginning of any term for which they register at the university and must continue to maintain a bona fide residency in the state. A student whose parents (or one of them if only one parent is living or the parents are separated or divorced) have established and are maintaining a bona fide residence in the state and who resides with them (or the one residing in the state) or elsewhere in the state will be regarded as a resident student.

A person who is not a U.S. citizen, to be considered a resident, must have permanent resident status with the United States Immigration and Naturalization Service or be a non-immigrant alien who has been permitted by Congress to enter the country on terms permitting the establishment of domicile in the United States and must also meet and comply with all of the other applicable requirements of this regulation to establish resident status.

To request a change of nonresident status, students will be required to complete a Petition for Determination of Residency Status form provided by the Office of Admissions and Records. This petition requires satisfactory evidence of in-state residence in compliance with the above residency classification rules.

Special Fees

A student activity fee of \$18 per semester for on-campus, full-time students (\$9 per semester for a part-time student) is part of the student's bill. Peoria students are charged \$5 for the activity fee. The fee supports such activities as films, art exhibits, dances and visiting lecturers. A noninstructional facility fee of \$6 is assessed for on-campus, full-time students (\$3 for part-time students). A gym fee of \$18 for on-campus, full-time students (\$9 for part-time students) allows access to recreational facilities by the student and his/her spouse and dependents. Students are assessed \$1 for the Illinois Student Association fee each fall semester. Fees are subject to change without notice.

Course Charges

Charges for laboratory, art and other classes requiring use of disposable supplies and materials are indicated in each course schedule and are in addition to regular tuition and fees.

Students withdrawing from a class within the first 30 calendar days of the fall and spring semesters (15 days for the summer term) are entitled to full refund/credit of the course charges. Students who withdraw from the course after the deadline will not receive a refund/credit for the course charge.

Late Registration Fee

A late registration fee of \$10 is charged any student who registers after the add/drop period for any semester or term.

Course Changes

A student may add or drop courses during the late registration period of a regular semester or term. Full tuition and fees are refunded if all courses are dropped before the first day of classes. The university will retain a service charge if all courses are dropped during the late add/drop registration period. A fee of \$5 is charged for courses added after the add/drop period. These procedures are subject to change without notice. Please refer to the current course schedule for specific refund information and dates.

Auditing Courses

Students auditing courses are required to pay full tuition and fees. Courses audited successfully appear on the transcript with the grade of AU. Students may not change from audit to credit in any course and credit for audited courses may not be established under any circumstances.

With approval of the student and the instructor, a change from credit to audit may occur through the last day for authorized withdrawal. All changes from credit to audit must be approved by the instructor and must be completed by letter or in person at the Office of Admissions and Records. Full-time students must include audit courses as part of the maximum load requirement.

If an auditing student does not attend class regularly, the instructor may determine that the audited course should not be placed on the student's transcript.

If enrollment in a course is limited, students enrolling for credit are enrolled before audits are allowed.

Veterans

Students who are military veterans must be certified for benefits by the Office of Financial Assistance. Student veterans must also notify the office of any changes that affect the amount or disposition of benefits, including changes in address, academic status (withdrawals, added classes, etc.) and number of dependents (through marriage, divorce, births, deaths, etc.).

Transcripts

The Office of Admissions and Records will issue official transcripts of a student's academic record at Sangamon State University upon written request. A \$2 fee (subject to change) for each transcript is charged at the time of request. Telephone requests for transcripts are not honored. Transcripts are released only if the student is in good financial standing with the university.

Petition Process

This catalog contains several references to the completion of a student petition form in certain circumstances. Some of the more common uses of this form are requests for course overload, petition for credit and various requests for waivers. In general, the student petition form may be used to request an exception to any university policy.

Financial Assistance

The Office of Financial Assistance at Sangamon State University coordinates federal, state, institutional and private financial aid programs for students. Assistance is available in the form of grants, tuition waivers, assistantships, scholarships, loans, part-time employment and veterans' benefits. Applications for all forms of financial assistance may be obtained from the Office of Financial Assistance, unless otherwise specified.

Federal and State Programs

Pell Grants

These grants are available to undergraduates with financial need. *All eligible undergraduate students are required to apply for the Pell Grant.*

Supplemental Educational Opportunity Grant

These grants are available to undergraduates with proven financial need.

Illinois Student Assistance Commission Grant

Monetary awards equal to tuition and some fees are given as grants to eligible full-time (12 hours) and half-time (6 hours) students. *All undergraduate Illinois residents seeking financial aid are required to apply for this grant.*

College Work-Study

This federal program provides resources to employ students who have proven financial need. Students given CWS authorization interview for student assignments until a suitable position is found. Students are paid an hourly rate determined by the job classification.

General Assembly Waivers

These awards exempt holders from payment of tuition, graduation and activity fees. Members of the General Assembly may nominate two persons annually from their districts. Interested students should contact their district legislators.

Illinois Opportunity Loan Program

This program is restricted to Illinois residents enrolled full-time. Minimum loan amount is \$1,000. Maximum annual loan amounts through this program and the Stafford loan program combined are currently \$4,000 for juniors and seniors and \$7,500 for graduate students.

Perkins Loans (formerly NDSL)

This program provides loans to undergraduate and graduate students who have proven financial need. Interest is 5 percent, and repayment begins six months after the student graduates, ceases to be at least a half-time (six hours) student or withdraws from the university. Some recipients may have up to 10 years to repay the loan. Cancellation privileges may exist for students who become teachers in designated areas.

Robert T. Stafford Student Loan Program (formerly Guaranteed Student Loan Program [GSL])

This program provides loans to students with financial need.

Junior \$4,000 per year (maximum)

Senior \$4,000 per year (maximum)

Graduate \$7,500 per year (maximum)

Total maximum for undergraduate and graduate study is \$54,750.

Loans are at a rate of 8 percent simple interest for first-time borrowers. All loans disbursed on or after November 1, 1978, are eligible for federal interest benefits.

There is a six-month grace period between the time the student ceases at least half-time study until he or she must begin regular monthly payments. Repayment of loans shall be in installments during a period of not less than five years (unless the maker, during the grace period, specifically requests in writing that repayment be made during a shorter period) and not more than 10 years. NOTE: Loan limits and repayment terms are changed periodically by the U.S. Department of Education. Students should request current information from the Office of Financial Assistance.

PLUS/SLS Loans

PLUS/SLS loans are available for those persons who do not qualify for the guaranteed loan program above. Loan repayment begins within 60 days of disbursement, with interest rates tied to current treasury bill rates. Applications may be obtained from lenders who participate in the guaranteed loan program. Undergraduate, graduate and professional students are eligible to apply.

Veterans' Benefits

A veteran of at least 181 days of continuous active duty may be entitled to veterans' benefits. Veterans must file a Request for Benefits form each semester and should contact the Office of Financial Assistance prior to registration.

Veteran Educational Assistance Allowance Information

All veteran students: In order to qualify for veterans' benefits, the veteran must be fully admitted to a degree-seeking program. Due to a change in Veterans Administration regulations, the Office of Financial Assistance is no longer able to certify new veteran students prior to registration. This will cause an approximate six-week delay in the issuance of checks. Veterans must request to be certified by completing appropriate forms available at the Office of Financial Assistance.

Veterans with GI Bill/VEAP/Ch. 106 Benefits

Veterans enrolled in classes that do not meet on a regular schedule (50 minutes per credit hour each week), intensive weekend classes and tutorials will be paid on the basis of faculty contact hours only.

Illinois Veterans' Scholarships

These awards exempt holders from payment of undergraduate and graduate tuition and activity and graduation fees. Recipients, however, must maintain a minimum grade-point average of 2.0 for undergraduates and 3.0 for graduate students.

Veterans must furnish their VETERAN'S IDENTIFICATION NUMBER to the Office of Financial Assistance. Veterans must file a Request for Benefits form each semester and should contact the Office of Financial Assistance prior to registration. Application materials for the scholarship should be requested from the Office of Financial Assistance, completed

and submitted along with a copy of the veteran's DD-214 to the Illinois Student Assistance Commission, 106 Wilmet Rd., Deerfield, IL 60015. Illinois veterans also may be eligible for federal assistance and are encouraged to contact the Office of Financial Assistance prior to registration.

Illinois National Guard/Illinois Naval Militia Scholarships

These awards exempt holders from payment of undergraduate and graduate tuition and activity and graduation fees. Recipients, however, must maintain a minimum grade-point average of 2.0 for undergraduates and 3.0 for graduate students. The awards are available to applicants who have served at least one year in the Illinois National Guard or Naval Militia. Company grade officers, warrant officers and enlisted personnel are eligible. Qualified persons must apply to the Illinois Student Assistance Commission and must provide all requested information. Each time an applicant changes schools, a revised application must be filed with ISAC. If the applicant ceases to be a member of the Illinois National Guard or Naval Militia, educational benefits terminate. If the termination date is in the middle of a semester or term, the applicant is responsible for relevant tuition and fees.

Institutional Programs

Minority Leadership in Public Service Program

As part of a growing effort by Sangamon State University to provide better access to higher education opportunities for minority students, the university in 1985 established a program designed to attract academically strong minority students with interest in public service.

Students are recruited and selected according to their achievement and interest in entering some aspect of public service that may include, for example, working for local, state or federal government agencies or commissions, the legislature, nonprofit organizations or running for elective office.

The program is a two-year educational experience in an academic program, coupled with an internship experience in a work setting, that culminates in a bachelor's degree. Students selected for this program must have achieved an overall grade-point average of B or better (3.0+). Prospective applicants must be nominated by the presidents of their respective community colleges and a committee composed of Sangamon State University faculty and admissions staff will make the final selection. Minority Leadership in Public Service students receive a full financial aid package combining federal and state grants with institutional funds.

For further information contact the vice president for student services at (217) 786-6581 or Illinois toll-free (800) 252-8533.

Institutional Tuition Waivers

Each year the university provides a limited number of tuition waivers. Awards are made on the basis of proven financial need and, in some instances, for particular talents in various fields of activity. Foreign students must complete two semesters at Sangamon State and have graduate standing in order to make application for an institutional tuition waiver.

Institutional Grants

The Student-to-Student Grant program is funded with voluntary student contributions and matching state aid. Awards are given to undergraduates with financial need.

Student Employment Opportunities

A job center is located in the Office of Financial Assistance. Bulletin boards list student work opportunities both on and off campus. Students must be enrolled in at least six semester hours to be eligible for on-campus employment. All students must furnish documents establishing identity and citizenship to comply with regulations of the Immigration and Naturalization Service.

University Student Emergency Loan Fund

This fund provides short-term loans to students enrolled at least half-time to help meet emergency educational expenses. Loans are limited to students working on campus and/or students with expected financial aid. There are limitations on the amount of loans and the number that can be received. Loans are interest-free, although a service fee of 50 cents is charged at the time the loan is repaid.

This fund was established during the university's inaugural year through the cooperative efforts and combined contributions of the following Springfield banks and savings and loan associations:

- Bank of Springfield
- Capitol Bank and Trust
- First National Bank
- First State Bank of Springfield
- Illinois National Bank
- Land of Lincoln Bank
- Peoples National Bank
- Springfield Marine Bank
- Town and Country Bank
- American Savings and Loan Association
- Citizens Savings and Loan Association
- First Federal of Springfield
- Sangamon Home Savings Association
- Security Federal Savings and Loan Association
- United Savings and Loan Association

Other organizations have also provided substantial support for the loan fund:

- Sangamon Chapter of University Professionals of Illinois (Local 4100)
- Sangamon State University Foundation
- Sangamon State University Student Senate (1982)

Private Scholarships

A number of privately endowed scholarships are available to qualified Sangamon State students. Students must submit letters of faculty endorsement for most private scholarships. Application for these scholarships is made to the Office of Financial Assistance, not to individual organizations, unless otherwise noted. Deadline for most private scholarships is April 15 for the following academic year.

Alumni Association Scholarships

Established by the Sangamon State University Alumni Association and funded, in part, by the Sangamon State University Foundation, these scholarships are awarded to full-time students with demonstrated academic achievement, leadership and/or financial need.

1) **Dr. Robert C. Spencer Scholarship**, in honor of Sangamon State's founding president, is awarded to a student with an outstanding academic record and a demonstrated involvement with community activities.

2) **Francis J. Budinger Scholarship**, in honor of Sangamon State's first designated Distinguished Alumnus, is awarded to a student who has established clear career goals, demonstrated leadership ability and achieved academic excellence. Preference is given to a student in the business or management fields.

3) **Helen Dunn Academic Achievement Scholarship**, in honor of the 1972 Sangamon State graduate and past alumni association president, is awarded to a student who has achieved and/or maintained academic excellence.

4) **Financial Need Scholarships** are awarded primarily on financial need (as determined by a needs analysis filed with the SSU Office of Financial Assistance) and secondly on academic record. Two awards are made.

5) **The Community College Scholarships** assist full-time students who are graduates of an Illinois community or junior college. Preference is given to students who have demonstrated superior academic ability.

The American Association of University Women Grant Fund

This fund provides financial assistance for mature women returning to complete an interrupted education. Undergraduate and graduate students are eligible to apply. Awards are named to honor Sandra G. Hockenyo and Wanda Chapel.

Board of Regents Scholars

The Board of Regents has authorized Sangamon State University to select four seniors with superior academic performance to be honored as Board of Regents scholars each year. A similar number of award winners are selected from each of the other regency universities. This program is funded from contributions made in the name of former members of the Board of Regents and former executive director Franklin Matsler.

Paul Christopher Butler Memorial Scholarship Fund

Established as a memorial to Paul Christopher Butler, son of Homer Butler, vice president for student services, this scholarship is awarded to an athlete who is an Illinois resident. The scholarship is endowed through contributions from the many friends and associates of the Butler family.

William H. Chamberlain Scholarship Program

Established in memory of Judge William H. Chamberlain, this program is intended to assist outstanding community college graduates. Preference is given to students with financial need.

J. Douglas Craddock Scholarship

Established by friends and family of J. Douglas Craddock, this scholarship assists outstanding students in completing their education at Sangamon State University. The student should demonstrate superior academic achievement and have potential for innovation and/or leadership ability.

William Ferris Cummings Memorial Award

This award is given to a minority student who is interested in community service and studying in the area of social service, education or political science. The recipient must be in good academic standing and have demonstrable financial need.

Harry B. DeLand Sr. Scholarship

Established in memory of the late Harry B. DeLand Sr., this scholarship is awarded annually to either a graduate or undergraduate student. Preference is given to a student in the human development counseling program.

Margaret Miner DeLand Scholarship

Established in memory of the late Margaret Miner DeLand, this annual scholarship is awarded to either a graduate or undergraduate part-time student with demonstrated financial need.

Lee Ensel Scholarship in Pre-law

Established by Mrs. Lee W. Ensel in memory of her husband, a founding partner of the prominent Springfield law firm Ensel, Jones, Blanchard and LaBarre, this annual award provides full tuition for an Illinois resident who is a junior or senior pre-law student intending to enter law school upon graduation from Sangamon State.

Entering Scholars Program

These nonrenewable tuition grants are available to outstanding student scholars from community colleges or other lower-division institutions who demonstrate superior academic achievement, leadership ability and potential for completing an undergraduate degree at Sangamon State University.

Regina Midden Farley Scholarship

Established by students, friends, faculty, and family as a memorial to Regina Midden Farley, this scholarship is awarded annually to a student in the management program who has demonstrated academic excellence and superior performance at work.

Franklin Life Insurance Company Scholarship Program

Established expressly for use at Sangamon State University, this program assists full-time undergraduate students who are children of Franklin Life home office employees. Applications may be obtained from the personnel director of Franklin Life Insurance Company.

Milton D. Friedland Scholarship

Established in memory of the late Milton D. Friedland, this annual award goes to an undergraduate student who is actively pursuing a career in broadcast journalism. Friedland was founder and general manager of WICS-TV in Springfield for 30 years and, prior to his death in 1988, served as community relations associate under SSU President Long.

Mary Gene Hall Scholarship

The American Association of University Women and concerned friends provide an award in tribute to one of the university's first graduates. The ideal recipient is a mature woman (undergraduate or graduate) returning to a professional education interrupted by family responsibilities.

Joanna L. Harner Scholarship

Established by friends and faculty members to honor Joanna Lynn Harner, a former graduate student and student member of the Board of Regents, this annual award is given to a graduate or undergraduate student (full- or part-time) who demonstrates outstanding achievement in women's studies or in enhancing the status of women in the university or community.

Health Professions Scholarship Fund

Awards are available to either full-time or part-time students majoring in health services administration, medical technology or nursing. Recipients must be Illinois residents and demonstrate financial need.

Illinois P.T.A. Scholarship

This scholarship is awarded annually to an Illinois resident enrolled in nursing education related fields.

International Grant

This grant is awarded annually to an international student who has made a significant contribution to multicultural understanding.

International Student Scholarship

This scholarship is awarded annually to an international student on a temporary visa who displays exceptional commitment to the advancement of international/cross-cultural education.

The Lincoln Academy of Illinois Student Laureate Award

Awarded each year to a senior who demonstrates excellence in curricular and extracurricular activities, the Medallion of Lincoln is presented by the governor to the student laureate.

Bruce A. Magidsohn Memorial Scholarship

Established in memory of the late Professor Bruce A. Magidsohn, this scholarship is awarded annually to an undergraduate student majoring in art. The scholarship is nonrenewable and is made in accord with the student's demonstrated ability and promise as an artist. Applicants are asked to submit samples of their work. Interested persons may obtain applications from the visual arts program.

Otis Morgan Memorial Scholarship

This award is given annually to a student from a minority group. Preference is given to students who plan to teach. Funds are derived from memorial contributions honoring a charter member of the university faculty.

Albert and Mozelle A. Narcisse Scholarship

This one-year renewable award is given to a student who is a black American male of African descent. The student should be a graduate of Lincoln Land Community College, Springfield College in Illinois or Richland Community College with a grade-point average of B or better.

Fred J. and Kathryn G. Patton Scholarship Award

Established through a gift from Kathryn G. Patton, this award provides scholarship funds to an Illinois resident with high scholarship, strong humanitarian values and motivation for excellence.

Robert Corwine Roach Memorial Prairie Stars Scholarship

Established by the Roach family as a memorial to Robert C. Roach Sr., this scholarship provides funds to help a soccer player attend Sangamon State. Roach was the husband of the associate dean of student services, Rose Marie Roach, and was an avid booster of SSU soccer. The many friends and associates of Robert Roach have contributed funds to endow this scholarship.

Roy and Harriet Robinson Honorary Scholarship

This scholarship was established expressly for Sangamon State students. The annual recipient is selected by the nonprofit Independent Insurance Agents of Illinois.

Rotary Scholarship

This scholarship was established by Springfield Rotary Clubs to assist a student with education expenses.

Maurice W. Scott Scholarship

Established by friends of Maurice W. Scott upon his retirement, this award assists an outstanding community college transfer student in public affairs.

Anna May Smith Scholarship

Established to honor Anna May Smith, professor of management, this scholarship is awarded each year to a woman student with financial need who shows leadership ability and who demonstrates academic excellence and the potential to contribute to the advancement of women.

Springfield Ceramics and Crafts Club Scholarship

This scholarship is awarded annually to a superior junior or senior student in the visual arts program.

Mark Vasconcelles Scholarship Fund

Established by friends and colleagues in memory of Mark Vasconcelles, who served as SSU's public information officer, this scholarship is awarded to a student, nominated by faculty, for academic achievement, personal development and service to others.

Zonta Grants

Established by the Zonta Club of Springfield, this program provides grants to students who plan to work with the aging.

Application Procedures for Financial Assistance

To apply for financial assistance, students should request the following from the Office of Financial Assistance:

1. An SSU application for financial assistance. Applications cannot be considered until the student is fully admitted to the university.
2. An approved needs analysis form.
3. Financial aid transcripts. These forms must be completed and returned by the financial aid office of each institution the student attended prior to enrolling at Sangamon State.

Critical Dates Affecting Financial Assistance

Applicants for need-based assistance should be aware of the following dates:

March	1 —	Application for fall semester assistance should be initiated to assure consideration for all forms of aid.
May	1 —	Applications should be complete (including results of needs analysis) to assure consideration for all forms of assistance for fall semester.
Oct.	1 —	Application deadline for spring semester to assure consideration for all forms of financial assistance.
April	15 —	Application deadline for summer term.

Assistance Renewal and Satisfactory Progress

Students awarded federal, state and institutional financial assistance must maintain satisfactory academic progress in order to continue receiving aid, must reapply once a year and must enroll in at least 12 hours per semester, if receiving full-time aid, or at least six hours for half-time aid. Specific regulations and policies regarding financial assistance probation and the process of appeal are available from the Office of Financial Assistance, Sangamon State University, Springfield, IL 62794-9243; telephone (217) 786-6724.



Graduate Studies

Graduate Admission

Individuals with bachelors degrees from accredited colleges and universities are eligible to apply for admission to graduate study at Sangamon State University. *Full admission* to graduate studies may be granted to students who have earned a baccalaureate degree with a minimum undergraduate grade-point average of 2.5 on a 4.0 scale (3.5 on a 5.0 scale) and who have met all specific program requirements. Programs may require higher grade-point averages. Refer to the catalog information for specific program requirements. *Conditional admission* shall be granted by the program to persons with less than the required GPA with the additional requirement of completing eight semester hours of courses at SSU (exclusive of prerequisite courses) with a grade-point average of no less than 3.0. If conditional admission is granted, the program will specify which courses must be completed.

General Procedures

Prospective students should write to the Office of Admissions and Records, Sangamon State University, Springfield, IL 62794-9243, and request an application form. Illinois residents may call toll-free (800) 252-8533. Out-of-state residents may call toll-free (800) 722-2534.

For maximum consideration for graduate admission, the application and previous transcripts should arrive at least three months prior to the beginning of the term in which the student plans to begin course work. Some academic programs have early deadlines for applications. Refer to the catalog information for specific program requirements. Master's degree applicants must submit the transcript verifying the bachelor's degree and transcripts of all graduate work taken beyond the bachelor's degree.

For further information, see registration procedures, pp. 45-48.

Matriculation into a Graduate Program

In accord with general university policy, each degree program has established admission requirements, all of which are outlined in the program statements in this catalog. An applicant for admission should indicate his/her intended major and include specific materials required for admission to the major program. The application will be processed by both the program and university and notice will be forwarded to the student from the university. The Graduate Record Exam (GRE) or the Graduate Management Aptitude Test (GMAT) may be required by some graduate programs. See the program admission requirements.

Transfer Credit at the Graduate Level:

The Residency Requirement

Sangamon State University may accept up to 12 semester hours of graduate-level work completed at other accredited institutions. However, only those credit hours with a grade of B or better that are accepted for transfer by the program will be accepted by the university. Request to transfer credit for courses bearing a grade such as P (pass) or CR (credit) must be supported by certification from the institution or instructor that the student's work was of at least B quality. All transfer credit to be applied to the graduate degree must have been earned within the five years preceding the first graduate course taken at SSU in pursuit of that degree. Exceptions to the provisions of this policy may be granted by programs on a case-by-case basis.

Non-degree Seeking Students

Persons with a bachelor's degree or equivalent experience may enroll for courses at

SSU as non-degree seeking students. These graduate students normally take one class per semester and are asked to define their educational goals before exceeding 12 semester hours. Students who then choose to become degree candidates must complete regular admissions procedures, including acceptance into a degree program.

When formal admission is attained, course work completed as a non-degree seeking student is evaluated by the relevant academic program and may or may not apply toward graduation requirements. The university accepts a maximum of 12 semester hours of such credits toward a graduate degree.

Credit for Prior Learning

Credit for prior learning enables qualified graduate students to receive academic credit for college-level learning acquired outside the classroom. For additional information, see p. 37.

Admission for International Graduate Students

The university seeks to maintain a cosmopolitan atmosphere consistent with its focus on literacy, public affairs, problem solving and lifelong learning. To that end, Sangamon State admits international students whose academic preparation and educational and personal goals indicate they will be successful in completing the university curriculum.

Applicants for graduate studies must have completed the equivalent of a bachelor's degree earned in the United States prior to the term for which they are applying. A bachelor's degree earned abroad may not be equivalent to a bachelor's degree earned in the United States.

Full admission to graduate study requires a minimum undergraduate grade-point average equivalent to a United States GPA of 2.5 on a 4.0 scale (3.5 on a 5.0 scale) and completion of all program-specific admission requirements. Applicants should refer to the appropriate degree program section of the catalog to determine if the program has special requirements for admission. An I-20 AB certificate of eligibility cannot be issued to an applicant until he/she has been accepted by the program.

Applicants applying from abroad whose native language is not English must submit official TOEFL scores. A score of not less than 550 will fulfill the English proficiency requirement for graduate admission.* All students whose native language is not English are required to take an English proficiency test on campus the week before registration. Test results do not affect admission to the university but will be used to determine the need for an English as a Second Language (ESL) class.

For maximum consideration, foreign student applications should be received by the following dates: fall semester — June 1, spring semester — Nov. 1, summer session — April 1.

For further information, contact the Office of Admissions and Records.

*Applicants who fail to meet the English language requirement may enroll at an ESL Language Center. Proficiency certification by ESL meets the English language requirement for admission.

Master's Degree Requirements

General Requirements: Master's Degree

To earn a master's degree from Sangamon State University, a student must fulfill the following requirements:

- Meet program matriculation requirements.
- Earn the amount of graduate credit required by the chosen academic program, all but 12 semester hours of which must be earned at Sangamon State University.

- When applicable, earn a minimum of four semester hours credit in public affairs colloquia (see individual program information).
- Complete course work with a cumulative Sangamon State grade-point average of at least 3.0.
- Complete successfully the Illinois and United States constitution examinations in order to satisfy the requirements of Illinois School Code Sec. 27-3. (Need be completed only once at the collegiate level.)
- Complete the master's project.
- Complete the graduation contract.
- Pay a graduation fee of \$25 (subject to change).

Statement of Purpose

A graduate student should develop intellectual autonomy within a chosen field and demonstrate the ability to analyze, synthesize and evaluate relevant knowledge in that field. The graduate student, furthermore, assumes some responsibility for increasing knowledge within the chosen field.

Graduate education assumes the acquisition of specific content knowledge, including recognition of the significant terminology, facts, theories, issues, findings and generalizations within the field of study. Graduate study also encompasses comprehension of the intellectual history, methods of inquiry and standards of judgment used in a given field.

At Sangamon State University, with its public affairs mission and its commitment to applied learning, the student should also grasp the ethical meanings of research in a discipline or a profession.

A student receiving a master's degree will be able to:

1. Analyze in a logical manner ideas in a field of study by breaking down material into constituent parts, organizing ideas and relationships between ideas, expressing these relationships, recognizing unstated assumptions, distinguishing facts from hypotheses and distinguishing statements of cause from statements of effect;
2. Synthesize diverse ideas to form an integrated whole relevant to a field of study by arranging and combining elements and parts into patterns or structures. The parts to be integrated may, to the extent necessary, come from a variety of disciplines;
3. Make judgments about the value of relevant material, including the appropriateness and adequacy of any qualitative and quantitative methods used in its compilation, by employing a standard of internal or external appraisal. In evaluating the accuracy of a communication, a student will use an integration of theories, works of recognized excellence, facts and generalizations germane to a field;
4. Convey ideas, feelings and experiences through scholarly writing and discussion with others. The student will be able to develop a proposal or plan of work that includes ways of testing hypotheses, analyzing the factors involved, modifying the hypotheses based on new factors or considerations and then making generalizations based on findings. The student will then have the ability to communicate both this process and subsequent findings to others.

Master's Degree Programs and Areas of Study

Sangamon State University offers 23 graduate programs. These range from traditional disciplines such as history, economics and biology to more career-oriented concentrations such as human development counseling and business administration or interdisciplinary

nary programs such as environmental studies or communication. In addition, Sangamon State offers an alternative called the individual option program.

Degree Programs

Sangamon State awards the following degrees:

Accountancy (M.A.)	Human Development Counseling (M.A.)
Biology (M.A.)	Individual Option (M.A.)
Business Administration (M.B.A.)	Legal Studies (M.A.)
Child, Family and Community Services (M.A.)	Management Information Systems (M.A.)
Communication (M.A.)	Mathematical Sciences (M.A.) (two concentrations)
Community Arts Management (M.A.)	Computer Science
Economics (M.A.)	Statistics/Operations Research
Educational Administration (M.A.)	Political Studies (M.A.)
English (M.A.)	Psychology (M.A.)
Environmental Studies (M.A.)	Public Administration (M.P.A.)
Gerontology (M.A.)	Public Affairs Reporting (M.A.)
Health Services Administration (M.A.)	Public Health (M.P.H.)
History (M.A.)	

Individual Option Program

The individual option program provides graduate students with a unique opportunity to design their own master's degree. The program is aimed at students who want to combine areas of study rather than to pursue a traditional discipline or for those who want to focus on an area of study not covered in established programs at SSU, but for which faculty competencies and other resources are available.

Generally, individual option degrees are based on broad topics or problems that reflect particular student needs and interests. Two courses, INO 501 Self-directed Learning and INO 511 Individual Option Colloquium, offer students the opportunity to explore and develop particular courses of study. The student works with an advising committee of faculty and peers in preparing a personal degree program.

Persons who wish to pursue a degree in African-American and African studies, women's studies, energy studies or international studies, will find the individual option program well suited to their needs.

Graduate Certificate Program in Public Management Practices

This program offers a certificate of advanced study to students who complete between 12 and 20 hours of graduate-level work in specified areas within the School of Public Affairs and Administration. Students gain substantial expertise without having to pursue full master's degree programs. The certificate areas of specialization presently include the following:

- Collective Bargaining/Labor Relations
- Affirmative Action/Equal Employment Administration
- Program Analysis and Evaluation
- Budgeting and Finance
- Environmental Risk Assessment
- Management of Nonprofit Organizations.

Persons who wish to pursue one of these specializations should contact the dean of the School of Public Affairs and Administration.

Graduate Internships and Experiential Learning

Experiential learning is an integral part of graduate education at Sangamon State University. In addition to internships offered through the Institute for Public Affairs, internship/practicum opportunities are offered by many academic programs including public administration, child, family and community services, community arts management, environmental studies, gerontology, health services administration, history, human development counseling, individual option, legal studies, psychology, public affairs reporting, applied mathematics/statistics (mathematical sciences) and political studies. Additional information may be obtained from program faculty and from individual program statements in this catalog.

The university also provides a variety of paid internship opportunities in Illinois government agencies and on campus.

Research at Sangamon State

Conventional research opportunities are available to students in most academic programs. In addition, Sangamon State offers unique opportunities for applied research through its public affairs centers where emphasis is on coordinated, interdisciplinary approaches to problem solving, training and communication. Many of the university's internship/fellowship programs are also coordinated by the centers.

Although the university does not offer doctoral programs, Sangamon State does cooperate with neighboring universities in meeting doctoral student needs for research and residency in the Springfield area.

Time Limitation

All graduate credits earned at SSU to be applied toward degree completion must be taken within six consecutive years from the student's first graduate course (excluding prerequisites) taken at SSU in pursuit of that degree. Excluding transfer credit earned before the first term of graduate attendance and credit granted for prior learning, a student must fulfill all the requirements for the degree within a six consecutive year time period unless the program grants a leave of absence. This time limit includes all SSU graduate course work taken in pursuit of that degree as well as closure requirements. Exceptions to the provisions to this policy may be granted by degree-granting programs on a case-by-case basis.

Academic Advising

Following admission to the university, each fully admitted student is assigned a faculty adviser from the appropriate academic program. Faculty advisers work with students to assure satisfactory progress toward graduation and toward personal and career goals. At any time, students may change advisers by completing a Request for Change of Graduate Degree Program and/or Academic Adviser.

In recognition of the maturity of graduate students, the university entrusts the student with substantial initiative in the academic advising process. Students should arrange appointments with their advisers prior to each registration, particularly their first, and should maintain contact with the adviser throughout their academic studies. *It is especially important for students to meet with faculty advisers prior to the final term of study in order to arrange for all necessary graduation requirements.*

Public Affairs Colloquia (PACs)

Sangamon State University features a unique series of courses designated as public affairs colloquia. Each semester a number of different colloquia are offered, with several objectives in mind: to explore and cultivate an informed awareness of contemporary

public issues and situations; to provide, through an interdisciplinary approach to these issues, a wider understanding and stronger research and problem solving skills; to investigate the formulation and implementation of public policymaking and to realize its multidisciplinary consequences; and to foster and preserve a sense of community through shared information and intellectual values. There are no prerequisites for any of the colloquia.

Generally, master's degree candidates are required to complete at least four hours of PACs. This requirement is usually not waived. The choice of a PAC is the student's prerogative, however, and students are encouraged to select PACs with a focus outside their major program. Descriptions of PACs are published each semester in the course schedule.

Constitution Requirement

The Illinois School Code (Sec. 27-3) requires all students graduating from public institutions in Illinois to pass an examination on basic principles, documents and practices of the governments of the United States and the state of Illinois. Credit earned in certain courses at SSU or other colleges may be approved in lieu of a specific examination. This requirement need only be satisfied once at the collegiate level. Nonresident aliens who are returning to their home countries immediately upon graduation are exempt from this requirement. For further information, consult the Office of the Dean of Student Services.

Master's Project

Every graduate degree candidate is required to complete a master's project demonstrating mastery of some area within the major field of study. The exact nature and format of these projects are determined by individual programs. All projects must have an identifiable academic focus and must include a written component.

The specific project must be approved *before it is begun* by a faculty committee composed of the director of the student's project, usually the academic adviser, a faculty member from the student's program selected by the student and a faculty member from outside the program selected by the appropriate dean. Satisfactory completion of the project must be certified by unanimous recommendation of the committee. Following the project presentation, the written portion of the project is filed in the university library.

Graduation Contract

The commencement ceremony to award bachelor's and master's degrees is held annually at the end of the spring semester. However, a graduate student may file a graduation contract during any semester or summer term in which degree requirements will be completed. The student should submit the contract to the Office of Admissions and Records no later than the end of the eighth week of classes during a semester or the end of the fourth week of classes during a summer term.

The contract must be approved by the student's adviser, the program convener or director and the appropriate dean. Students may submit graduation contracts for early evaluation during the semester or term prior to their final term. Contract forms are available in the Office of Admissions and Records.

Second Master's Degree

All program and university requirements for the master's degree are in effect for students who have previously earned an advanced degree. However, the public affairs colloquium requirement is waived for those who have previously completed that requirement at the graduate level.

Academic Standards

Academic Load

For purposes of tuition and fees, a student enrolled for 12 or more semester hours of course work during the fall or spring semesters or six semester hours of course work in the summer term is considered a full-time student. Students enrolled for fewer hours are considered part-time.

Any graduate student who wishes to enroll for more than 18 semester hours during the fall or spring semesters or more than eight semester hours during the summer term must submit a completed student petition form to the Office of Admissions and Records.

A graduate assistant's normal load is 16 to 24 hours for an academic year, usually eight to 12 hours per semester. A graduate assistant may register for four to six hours during the summer term, tuition free. Graduate assistants who wish to enroll for more than 24 hours in any academic year must have the approval of the adviser, a program representative and the appropriate dean.

A student in the Graduate Public Internship program enrolls for 10 hours per semester. Interns may enroll for four hours during the summer, tuition free.

For general information on grading, credit/no credit, incomplete work and grade-point average, see pp. 40-42.

Graduation Grade-point Average

Graduate students must achieve an SSU cumulative grade-point average of at least 3.0 to receive the master's degree.

Grades Acceptable Toward Graduate Degrees

Graduate students may apply a maximum of eight hours of C grades toward a degree, provided that each hour of C is balanced by an hour of A. Individual academic programs determine whether or not C grades in the concentration requirement are acceptable toward the degree. See program statements in this catalog for details.

Under the credit/no credit option, CR represents work equivalent to a letter grade of B or better.

Satisfactory Progress

For full-time students, the university defines satisfactory progress as completion of 12 semester hours (six in summer terms) with a grade-point average of 3.0 or better per semester of enrollment.

Academic Probation

At the end of any semester in which a graduate student has a Sangamon State cumulative grade-point average of less than 3.0, the student is placed on academic probation. Courses taken for credit/no credit do not count in calculating this average. Non-degree seeking students are exempt from this policy. In addition, students who accumulate 12 hours or more of incompletes are subject to probation.

Students on academic probation may enroll for up to 12 hours credit in the subsequent semester (six hours in the summer term), provided an Academic Probation Registration form is completed with appropriate signatures. Students placed on academic probation for two successive semesters will be suspended from the university and must then wait two semesters before petitioning for re-admission. Students with exceptional circumstances may appeal immediately to the appropriate dean.

For complete details on Sangamon State's academic probation policy, students are encouraged to consult their faculty adviser.

Repeating Courses

Graduate students may repeat graduate course work once (excluding master's project or thesis credit) on a non-penalty basis unless their academic program does not permit course repeats. The grade and hours earned when the course is repeated will appear on the student transcript. The first grade entry will be deleted from the transcript and will not count in determining the grade-point average. Subsequent repeats can only be recorded as audits, which bear no hours or grade points.

For general information on withdrawal from courses, see p. 43.

Course Numbering System

Courses numbered 400 through 499 are open to juniors, seniors and graduate students. Individual professors apply different evaluative standards to and/or require additional work of graduate students in 400-level courses. Courses numbered 500 through 599 are open to graduate students. Courses numbered 300 through 399 do not count toward graduate degrees.

Undergraduate/Graduate Concurrent Enrollment

Undergraduate students who are within 16 hours of completing all bachelor's degree requirements may enroll in undergraduate and graduate courses concurrently. For each course for which graduate credit is requested, students should complete a student petition form to be signed by the course instructor, the graduate adviser, convener and appropriate dean. Students will be evaluated at the graduate level of expertise and quality. Graduate courses will be designated as such when the bachelor's degree is granted provided they are not included in the bachelor's degree graduation contract.

For general information on student grievances, right to review files and plagiarism see p. 44-45.

Registration Procedures

Specific information regarding the dates and times of registration is published in the course schedule each semester and summer term. Generally, the course schedule is available from the Office of Admissions and Records at least two months prior to the beginning of the semester or summer term. The course schedule lists the current semester or term's courses and gives up-to-date information on registration procedures, tuition and fees, and relevant semester or term deadlines. Information in course schedules supersedes similar information in the university's catalog.

For general information on tuition and fees, residency determination for tuition, special fees, course charges, late registration fee, change of courses, auditing courses, veteran students, transcripts and petition process, see pp. 45-51.

Graduate Financial Assistance

Sangamon State University provides or coordinates a number of paid internship opportunities or scholarships for graduate students that are described below. For additional

information on merit and need-based financial assistance for graduate and undergraduate students, see pp. 48-56.

Graduate Assistantships

Graduate assistantships provide educational experiences related to the student's area of study in the academic or public affairs programs of the university. These on-campus internships offer opportunities to develop and apply skills in research, curriculum development, data analysis, editing, program evaluation and coordination of special events.

General assistantships provide nine-month stipends of \$4,950 and include tuition waivers during the appointment. The stipend is taxable income. GAs work 20 hours per week and may enroll in eight to 12 graduate credit hours of course work per semester. They may receive tuition waivers for up to six hours during the summer term if they held an assistantship the previous term.

To be eligible for an assistantship, students must be admitted to graduate study. Applications are due March 1; students are selected by April 15 for assistantships beginning in the fall semester.

For complete information, contact the Office of the Vice President for Academic Affairs, SSU, Springfield, IL 62794-9243.

Illinois Legislative Staff Internship Program

Within the Institute for Public Affairs, the Illinois Legislative Studies Center operates the Illinois Legislative Internship program. This program provides outstanding students with firsthand experience in the operations of the Illinois General Assembly and opportunities for academic studies and research in legislative politics and policy analysis.

Twenty legislative staff interns are assigned either to the Illinois Legislative Research Unit or to one of four leadership staffs of the General Assembly. The program lasts 10½ months and requires full-time work in the assigned office. Interns receive graduate credit for a two-semester intern seminar. Students with the baccalaureate degree in any academic discipline are eligible to apply for an internship, provided undergraduate academic records are of high quality.

Legislative staff interns receive tuition and fees for eight hours of required graduate courses and \$1,450 a month in compensation.

Applications are due March 1 each year. For materials and further information, interested persons should contact the intern program coordinator, Legislative Studies Center, SSU, Springfield, IL 62794-9243.

Graduate Public Service Internship Program

The Graduate Public Service Internship program is designed to provide professional development experience during a 21-month period for graduate students interested in pursuing careers in Illinois government. Interns enroll in an appropriate SSU graduate program and work half-time in a sponsoring state agency during the regular academic year (full-time during summer months). Interns receive a stipend of \$550 per month during the academic year (\$1,100 per month during the summer) and an allowance for professional development travel. Illinois residents receive a waiver for 10 credit hours of tuition per semester during the regular academic year. During the intervening summer, interns receive a waiver for four credit hours.

Applications must be received by March 31 and are first screened by a faculty committee and then forwarded to sponsoring agencies that make final selections. Placements are completed in the spring and summer for agency assignments that typically begin between July 1 and Aug. 15. For complete information, contact the director of the Graduate Public Service Internship program, PAC 411, Sangamon State University, Springfield, IL 62794-9243.

Public Affairs Reporting Scholarships

Three scholarship programs assist graduate students pursuing careers in public affairs reporting:

JAMES E. ARMSTRONG SCHOLARSHIP PROGRAM, established in memory of the late James E. Armstrong, publisher of the *State Journal-Register*, Springfield.

ROBERT P. HOWARD SCHOLARSHIP PROGRAM, established by friends of the late Robert P. Howard, former capital correspondent for the *Chicago Tribune*.

BURNELL HEINECKE ILCA SCHOLARSHIP PROGRAM, established by friends of Burnell Heinecke, former *Chicago Sun-Times* statehouse correspondent and former president of the Illinois Legislative Correspondents Association.

Interested students should contact the director of the public affairs reporting program.

Corporate Alternatives, inc. Corporate Scholarship

Corporate Alternatives, inc., a Springfield-based consulting firm, has established the CAi Corporate Scholarship Fund for the graduate programs of business and public administration at Sangamon State University. This fund was established to allow not-for-profit managers to enhance their business and administrative skills in the belief that their organizations, their clients and the community as a whole will benefit.

The fund is used to support graduate students of business or public administration at Sangamon State who are also currently employed in managerial positions at 501 (c) (3) tax exempt organizations and will match employer contributions to the student's education on a one-to-one ratio, up to \$500 per student per semester.



Academic Programs

Academic Programs

Advanced Registration, Semesterization

At the University of Illinois, you can take advantage of the many advantages of advanced registration and semesterization. You can take more courses in a semester, and you can take more courses in a year. This means you can graduate in less time, and you can save money. For more information, contact your advisor or the Registrar's Office.



The University of Illinois is a leading research institution, and our academic programs are designed to provide you with the best possible education. Our faculty members are experts in their fields, and our facilities are state-of-the-art. We offer a wide range of programs, from undergraduate to graduate, and we are committed to providing a high-quality education to all of our students. For more information, visit our website at www.uiowa.edu.

School of Business and Management

- Accountancy
- Business Administration
- Economics
- Labor Relations
- Management
- Management Information Systems

School of Health and Human Services

- Child, Family and Community Services
- Educational Administration
- Gerontology
- Human Development Counseling
- Medical Technology
- Nursing
- Psychology
- Public Health
- Social Justice Professions
- Sociology/Anthropology
- Teacher Education Sequence*

School of Liberal Arts and Sciences

- African-American and African Studies Thematic Activity*
- Astronomy-Physics Thematic Activity*
- Biology
- Chemistry
- Communication
- Computer Science
- English
- History
- Individual Option
- Mathematical Sciences
- Philosophy Minor*
- Public Affairs Reporting
- Spoken Foreign Language Thematic Activity*
- Visual Arts
- Women's Studies Minor*

School of Public Affairs and Administration

- Community Arts Management
- Energy Studies Minor*
- Environmental Studies
- Health Services Administration
- International Studies Minor*
- Legal Studies
- Political Studies
- Public Administration

*Although the university does not offer a degree in this area, it does provide a group of courses that are designed to meet the student's unique professional and personal needs. With proper approval of the student's major program, such courses may be incorporated into the required course of study in the student's major, or they may be taken in addition to it. These courses may also be used in the design of a degree in individual option.

Accountancy

B.A. (60 Hrs.) M.A. (36 Hrs.)

Faculty — Francis L. Bayley, Leonard L. Branson, Robert E. Maurath, Bonnie Moe, John S. Nosari, David R. Olson, Donald F. Stanhope

The Bachelor's Degree

The accountancy program prepares students for careers in public accounting, industry and government. The major objectives of the program are to impart awareness and understanding of the professional accountant's social responsibilities and obligations, to emphasize conceptual knowledge and the development of analytical and problem-solving skills, to develop basic technical competencies in each of the four major areas of accounting — financial, managerial, auditing and taxation — and to provide students with the educational qualifications for becoming certified public accountants and attaining other professional certifications.

Entrance Requirements

The university requires that an entering student shall have earned the A.A. or A.S. degree or have earned at least 60 semester hours of lower-division course work.

The accountancy program requires that the following courses be successfully completed prior to admission (normally completed as part of the 60 semester hours of lower-division work): (1) principles of accounting I and II, (2) college algebra and (3) business calculus.

Students are also strongly urged to successfully complete the following courses as part of the first 60 hours: (1) micro and macro economics, (2) descriptive statistics and (3) computer applications. Deficiencies in these three latter areas of course work can be satisfied at SSU for elective credit by completing the following courses: ECO 315 Economics for Administration, ECO 313 Statistics for Business and Economics and CSC 317 Software Packages.

Advising

New students must contact a program faculty member for initial advising to assist them in planning a program of study which is responsive to their interests and satisfies the competencies required by the program. A permanent adviser should be selected by the end of the student's junior year.

Closure requirements (i.e., the graduation contract and the constitution examination) must be completed in accordance with university policy.

Communication Skills

Effective communication is essential to successful professional careers in accounting, and demonstrated oral and written communication skills are integral to successfully completing the program's core courses. A student whose communication skills are found to be deficient in any core accounting course may be given a grade of incomplete until he or she successfully completes ENG 375 Expository Writing.

University Requirements

Students are required to complete a minimum of 12 semester hours of university requirements in the areas of liberal studies colloquia, public affairs colloquia and applied study. These hours must include at least four (4) hours in each of at least two (2) of these areas.

Program Requirements

A bachelor of arts degree with a major in accountancy requires 60 semester hours of upper-division course work, distributed as follows:

Accounting core	20 Hrs.
Quantitative and computer science topics	8 Hrs.

Economics and administration topics	8 Hrs.
Electives	12 Hrs.
University Requirements	<u>12 Hrs.</u>
Total	60 Hrs.

Accounting Core

All program majors are required to complete the following courses to assure basic technical competencies in each of the major areas of accounting: ACC 321 Intermediate Accounting I, ACC 322 Intermediate Accounting II, ACC 323 Advanced Accounting, ACC 334 Cost Accounting Concepts, ACC 443 Federal Income Taxation and ACC 464 Auditing Concepts and Responsibilities.

Community college transfer students who have recently completed, with a grade of B or better, six semester hours of intermediate accounting and three semester hours of cost accounting prior to enrolling at SSU may elect to waive these particular core requirements and substitute other courses. All other core courses must be taken at the upper-division level.

Accounting Electives

The following accounting electives enable students to study in depth those aspects of accounting which are of particular interest to them or which are specifically relevant to their career objectives: ACC 424 Commercial Law, ACC 433 Managerial Accounting, ACC 454 Governmental and Nonprofit Accounting and ACC 474 Advanced Theory and Practice.

Quantitative Methods and Computer Science Topics

Accounting information systems in nearly all organizations are now computer-based. The measurement and analysis of accounting data are increasingly characterized by the use of statistical methods. Building upon the program entrance requirements, students are required to successfully complete eight hours of advanced work in quantitative methods and computer science. Examples of courses that may be

taken to satisfy this requirement include ACC 435 Accounting Information Systems, MIS 323 Introduction to Decision Support Systems, MIS 424 Systems Development and Implementation, MIS 434 MIS Applications, BUS 322 Operations Management, ECO 314 Quantitative Methods for Business and Economics and ECO 413 Econometrics. Undergraduates with senior status may also consider MIS 502 Structure of Computer Systems, MIS 513 Management Information Systems and MIS 523 Managerial Decision Support Systems.

This requirement provides students with the conceptual knowledge necessary for effective communication with operations research and systems specialists, assimilation of applications in the literature of accounting and participation in the development of computer-based accounting information systems.

Economics and Administration Topics

Careers in accounting — whether in public service with federal or state accounting and auditing organizations, in public accounting firms or in industry — require extensive interaction with government and business organizations. Therefore, a minimum of eight hours of advanced work in economics and administration topics is required. Since most students will have taken some lower-division work in these areas, specific courses are not required. Rather, courses should be selected to complement each student's previously acquired knowledge and career interests.

Examples of courses that may be taken to satisfy this requirement include ECO 301 Intermediate Microeconomics, ECO 302 Intermediate Macroeconomics, ECO 335 Money, Banking and Financial Markets, ECO 456 Public Finance, ECO 461 Industrial Organization and BUS 302 Principles of Financial Management. Other business (BUS) and management (MGT) courses may also satisfy this requirement. For detailed information, see course descriptions.

Accountancy Minor

To earn a minor in accountancy, students must complete a minimum of 22 semester hours, at least eight hours of which must be upper-division course work taken at Sangamon State University. Prerequisite courses include six hours of elementary accounting and six hours of economics (micro and macro). Core courses are ACC 321 Intermediate Accounting I and ACC 334 Cost Accounting Concepts. A four-hour accounting elective is also required. Students should consult with an accountancy program faculty member to ensure meeting the requirements for a minor.

The Master's Degree

The M.A. program in accountancy is specially designed for students who are interested in pursuing careers in the public sector. SSU's location in a major state capital, combined with strong faculty credentials, provides students with an uncommon opportunity to prepare for careers in public sector accounting, auditing and fiscal management. The M.A. program curriculum also serves the needs of students who wish to pursue careers in public accounting, taxation and industry.

The specific objectives of the program are (1) to provide a professionally oriented academic environment within which professional competencies, attitudes, ethics and a sense of personal, public and social responsibility develop and grow; (2) to enhance the quality of governmental accounting and auditing services by offering a graduate program designed specifically for students interested in careers in the public sector; (3) to serve the increasingly important in-service and continuing education needs of accountants working in governmental and nonprofit institutions, public accounting and industry in the central Illinois area; (4) to serve the increasing number of students who want to study accounting after obtaining a B.A. in another field; and (5) to provide undergraduate accounting stu-

dents with the opportunity to develop broader competencies in accounting and related topics.

Entrance Requirements

The M.A. program builds upon the core competencies typically required of undergraduate accounting majors. Thus, knowledge of accounting principles, college algebra, economics and business calculus is required for admission into the program. Competency in the following core requirements of the B.A. program in accountancy is also required: ECO 313 Statistics for Business and Economics, CSC 317 Software Packages, ACC 321 and 322 Intermediate Accounting, ACC 334 Cost Accounting Concepts and ACC 464 Auditing Concepts and Responsibilities.

Credits earned in these topics do not count toward satisfaction of master's program requirements. Students will be admitted to the program on a conditional basis until all above requirements are completed.

Advising

Students entering the master's program must contact an accountancy program faculty member for initial advising in order to plan a program of study which is responsive to their interests and satisfies degree requirements. A student may choose another accountancy program faculty member as his or her adviser at any time, if the new adviser agrees.

Program Requirements

In addition to satisfying general university requirements, candidates for the M.A. degree in accountancy must complete 36 semester hours of study distributed as follows:

Accounting Topics	20 to 24 Hrs.
Economics and Administration Topics	8 to 12 Hrs.
Research Methodology	4 Hrs.

Accounting Topics

All students must take a minimum of 20 hours of accounting course work selected on the basis of previous background and

career objectives. Because of the public sector thrust of the program, students are required to take ACC 454 and ACC 521 in satisfying the requirement. A minimum of 12 hours must be selected from 500-level courses. Students selecting any 400-level course for graduate credit must complete an additional project focusing on a current accounting issue identified with specific course content.

Research Methodology

The ability to understand, appreciate and critically analyze the growing amount and increasing diversity of accounting, business and governmental research is a necessary and important part of advanced professional education in accountancy. The research methodology requirement must be satisfied by completing BUS 521 Research Analysis.

Economics and Administration Topics

Careers in professional accountancy require extensive interaction with governmental and business organizations; therefore eight to 12 hours of graduate work in economics and administration topics are required. Since most students in the program will have taken a number of undergraduate courses in economics and administration, specific courses are not required. Rather, the courses selected should be at an advanced level and should complement the student's previously acquired knowledge and career interests. Students may select graduate course work from the following programs to satisfy this requirement: management information systems, business administration, economics and public administration.

Graduation Requirements/ Master's Project

Students must satisfy all university graduation requirements and complete a master's project. Although the master's project requirement is satisfied only by successfully

completing ACC 521 Advanced Governmental and Nonprofit Accounting, the master's project topic may be in any area of accounting in which the student has completed advanced course work and where the topic and research proposal has been approved by the faculty.

Continuing Professional Education

SSU's Center for Entrepreneurship and Enterprise Development is officially recognized by the state of Illinois as a sponsor of continuing professional education (CPE) courses for accountants. Information about specific courses and CPE credit may be obtained by calling the center office at 786-6571.



Course Descriptions

ACC 321 Intermediate Accounting I (4 Hrs.)

Development and application of accounting theory to issues related to financial statements, assets, liabilities and measurements of income. Special topics include accounting for income taxes, accounting changes and error analysis. Prerequisite: Principles of accounting, or equivalent, and familiarity with electronic spreadsheet applications.

ACC 322 Intermediate Accounting II (2 Hrs.)

Development and application of accounting measurement and reporting issues related to financial statements. Special topics include statement of changes in financial position, corporate formation, earnings per share and price-level and current-value accounting. Prerequisite: ACC 321.

ACC 323 Advanced Accounting (4 Hrs.)

Application of accounting concepts and principles to a variety of business problems and forms of business organizations, including partnerships and their formation, operation and dissolution; business combinations and reorganizations; intercorporate investments; and consolidations. Prerequisite: ACC 321.

ACC 334 Cost Accounting Concepts (2 Hrs.)

Development and application of cost accounting principles and procedures related to job-order costs, process costs, standard costs, accounting for overhead and variance analysis. Prerequisite: Principles of accounting, or equivalent.

ACC 424 Commercial Law (4 Hrs.)

Treatment of legal problems inherent in business transactions and their accounting and auditing im-

plication. Emphasizes CPA examination in law — i.e., contracts, commercial paper and the Uniform Commercial Code. Prerequisite: Principles of accounting, or equivalent.

ACC 433 Managerial Accounting (4 Hrs.)

Systematic and formalized approaches to planning, coordination, decisionmaking and control functions of business management used to minimize expenses and maximize profits consistent with social and other responsibilities of management. Study of long-range and short-range profit planning, including preparation of forecast financial statements and methods of analysis. Prerequisite: ACC 311, or equivalent.

ACC 435 Accounting Information Systems (4 Hrs.)

Information system concepts, computer technology, system analysis, design and application to computer-based accounting systems that provide adequate internal control.

ACC 443 Federal Income Taxation (4 Hrs.)

Basic concepts of federal income taxation as they apply to individuals, corporations and partnerships; study of current tax legislation and its consequences upon social and economic aspects of society. Prerequisite: Principles of accounting, or equivalent.

ACC 454 Governmental and Nonprofit Accounting (4 Hrs.)

Major concepts, principles and objectives of accounting for governmental and other nonprofit entities with major emphasis on external reporting issues, including analysis of published financial statements. Prerequisite: ACC 321.

ACC 464 Auditing Concepts and Responsibilities (4 Hrs.)

Role of the attest function in society and knowledge of concepts and techniques underlying the audit process. Includes historical evolution of the attest function; professional responsibilities and ethics; auditing standards; legal liabilities; the audit process, reports and opinions. Prerequisites: ACC 322 and ACC 334. See ADP 421.

ACC 474 Advanced Theory and Practice (4 Hrs.)

Accounting theory and practice underlying asset and liability valuation and income measurement. Research studies and opinions of the APB and FASB. Developments in corporate financial reporting and disclosure requirements. Prerequisite: ACC 323.

ACC 508 Controllership and Fiscal Management (4 Hrs.)

In-depth study of the planning and control functions as they relate to government, other not-for-profit entities and industry. Topics and cases will cover asset management, capital budgeting, opera-

tional budgeting, responsibility accounting and human resource implications. Prerequisite: ACC 433.

ACC 512 Operational Auditing (4 Hrs.)

Designing operational audit programs and audit need surveys; managing the internal audit function; emphasis on the role of operational auditing in assessing management effectiveness in government, other not-for-profit organizations and industry. Prerequisite: ACC 464.

ACC 514 Seminar in Internal Auditing (4 Hrs.)

Introduction to history and development of internal auditing. Topics include control concepts; performing the preliminary survey; audit programs; field work; deficiency findings; working papers; computer-assisted auditing; audit reports, reviews and replies; employee and management fraud; and dealing with people. Prerequisite: ACC 512.

ACC 521 Advanced Governmental and Nonprofit Accounting (4 Hrs.)

Critical analysis of the major conceptual literature in accounting and financial reporting for governmental and nonprofit entities, including such topics as disclosure quality, financial analysis and benefit-cost analysis. Major research project in governmental-nonprofit area required. Prerequisite: ACC 454.

ACC 522 Seminar in Accounting Theory (4 Hrs.)

Objectives of financial accounting and reporting for business and non-business entities presented. Various theories of income measurement and asset valuation studied and compared. Prerequisite: ACC 322.

ACC 524 Advanced Auditing (4 Hrs.)

Issues and developments relating to the attest function, including proposals for its extension; audit approach and scope considerations; report writing; auditing EDP systems; governmental auditing. Prerequisite: ACC 464.

ACC 542 Accounting and the Public Interest (2 or 4 Hrs.)

Seminar on ethical and social issues in corporate social accounting theory, regulatory issues, reforms and legislative proposals; the Corrupt Practices Act; accountants' legal liability — professional standards vs. court decisions.

ACC 544 Advanced Corporation and Partnership Taxation (4 Hrs.)

Tax factors affecting business decisions of corporations and partnerships; special problems in reorganizations and liquidations. Advanced development of basic concepts discussed in ACC 443; includes a major tax research project. Prerequisite: ACC 443, or equivalent.

ACC 546 Estates, Gifts and Trusts (4 Hrs.)

Advanced topics in taxation with special attention to estates, gifts and trusts; tax research; and tax planning. Prerequisite: ACC 443, or equivalent.

ACC 550 Professional Education and In-Agency Seminars (1 to 4 Hrs.)

A maximum of four hours credit may be earned by attending professional education seminars and courses on accounting topics. To obtain credit, the student must submit a proposal containing a topical outline and bibliography for approval by the program faculty prior to attending and prepare a project paper after attending.

ACC 561 Thesis (1 to 4 Hrs.)

Students who want to make a detailed study of a particular topic of interest may, with adviser assistance and approval, choose this option in lieu of a 500-level course in accounting. Prerequisite: BUS 521, or ADP 503, or equivalent.

Service Courses

(not accepted toward satisfaction of accountancy program requirements)

ACC 307 Conceptual Basis of Accounting (2 Hrs.)

For students who want to reinforce their knowledge of basic accounting theory and procedure. Specific emphasis on the analysis and flow of financial information and the development of financial statements. Prerequisite: Principles of accounting, or equivalent.

ACC 311 Administrative Uses of Accounting Information (4 Hrs.)

For students whose objectives are to develop an understanding of uses of accounting information for planning, control and decisionmaking. Emphasizes accounting processes and measurements; significance and limitations of financial statements; managerial accounting concepts and applications.

ACC 445 Individual Income Taxation for Non-Accounting Majors (4 Hrs.)

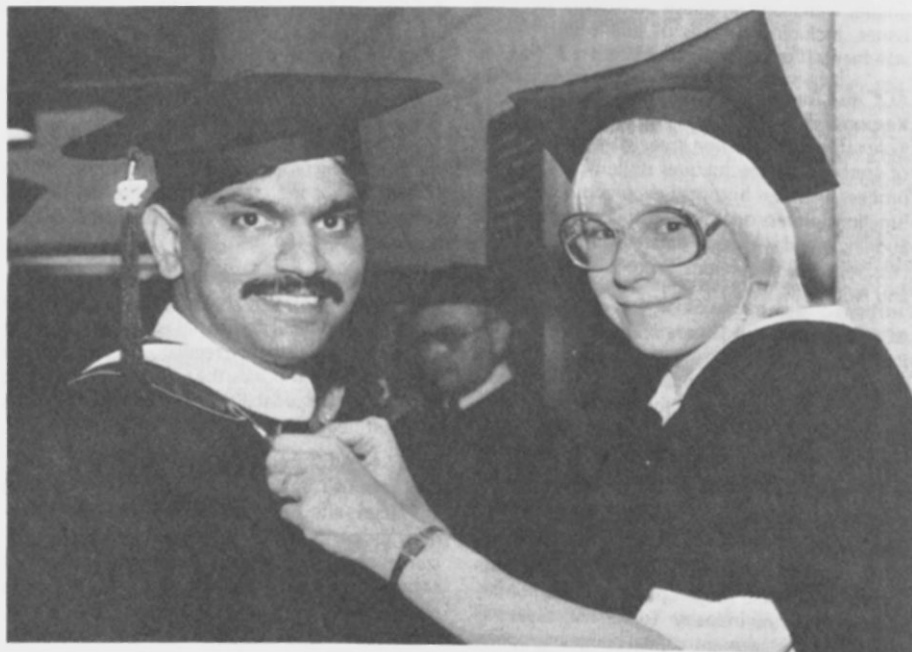
Social, economic and political aspects of taxation, including analysis of common form and schedule content and basic tax planning.

ACC 505 Financial Management for Nonprofit Organizations (2 or 4 Hrs.)

Financial statements, financial planning and budgeting, cash management and control, fund accounting, accounting systems and reports, cash vs. accrual accounting, presenting financial data, financial organizations and staffing.

ACC 506 Accounting Control for MIS (4 Hrs.)

A study of accounting system design considerations and the use of accounting as a means of organizational control. Topics include internal control, accounting systems life cycle, cost of capital, capital budgeting, operational budgeting, responsibility accounting systems, break-even analysis and cost accounting systems. Prerequisite: ACC 311, or equivalent.



Biology

B.A. (60 Hrs.) M.A. (36 Hrs.)

Faculty — Gary Butler, Nada Chang, U. William Huck, Ann M. Larson, Malcolm Levin, Richard Sames

Associated Faculty — Jeffrey Chesky, William W. Martz, Gary Trammell, James Veselenak

Adjunct Faculty — Everett D. Cashatt, Donald M. Caspary, Carl L. Faingold

The Bachelor's Degree

The undergraduate program is designed to build a strong foundation in modern biology and related disciplines, to improve each student's learning skills and to aid students in mastering problem-solving skills pertinent to scientific and public issues.

Graduates of the program have been successful in pursuing advanced studies in graduate schools, medicine, dentistry and veterinary medicine and have pursued careers in teaching at the secondary, community college and university levels. Others have become laboratory technicians, sales personnel and middle managers in life science and allied health professions. The flexibility and rigor of the curriculum enable students to prepare for many career goals.

Entrance Requirements

Students entering the program must have completed eight to 10 semester hours in general chemistry with laboratory; five to eight semester hours of biology courses, including general biology with laboratory; and college algebra. Before graduation, a student must complete one semester of organic chemistry with laboratory, which may be taken before or after the student has entered the biology program. During the two years at SSU, up to 12 semester hours of approved lower-division courses may be transferred from an accredited institution of higher education in order to make up deficiencies.

Advising

Students should consult a program faculty member prior to initial registration. If this is not possible, students must contact a program representative at registration. During the first semester at SSU, the program will assist the student in selecting an adviser from among the biology faculty.

The student should prepare a plan to ensure that all requirements are being met. The program recommends that students take the general seminar, organismal botany and microbiology during the fall of their junior year; cell biology and comparative vertebrate biology in the spring; and ecology in the fall of their senior year. Genetics is the culminating course in the sequence; it is assumed that students will have completed most, if not all, of the biology required sequence prior to enrolling in this course.

University Requirements

Students are required to complete a minimum of 12 semester hours of university requirements in the areas of liberal studies colloquia, public affairs colloquia and applied study. A minimum of at least four (4) hours in each of at least two (2) of these areas must be completed.

Program Requirements

The biology program's core curriculum includes the general seminar, microbiology, ecology, organismal botany, cell biology, comparative vertebrate biology and genetics. These courses provide a common

foundation in modern biology for all students. In addition, each student must complete a minimum of four semester hours in liberal arts. With the faculty adviser, students build on program requirements to meet individual needs.

Core Requirements

BIO 301 General Seminar	2 Hrs.
BIO 311 Cell Biology	4 Hrs.
BIO 345 & 346 General Microbiology	4 Hrs.
BIO 351 Organismal Botany	4 Hrs.
BIO 361 Comparative Vertebrate Biology	5 Hrs.
BIO 371 Ecology	4 Hrs.
BIO 381 Genetics	5 Hrs.
<i>Total Biology</i>	<i>28 Hrs.</i>

Other Possible Requirements

CHE 367 Fundamental Organic Reactions	4 Hrs.
CHE 368 Experimental Organic Chemistry	2 Hrs.

Electives	<u>14-20 Hrs.</u>
<i>Total</i>	<i>20 Hrs.</i>

University Requirements	<u>12 Hrs.</u>
<i>Total Requirement</i>	<i>60 Hrs.</i>

Communication Skills

The biology program requires that each student participate in the university's assessment program. Test dates will be posted in late summer and early fall. Students must perform at a minimum C level to receive credit. Students performing below this level are required to complete a development program.

Applied Study

The biology program's applied study term allows students to gain practical experience in a variety of areas. Placements have included state agencies such as the State Museum, Environmental Protection Agency, Department of Conservation, Department of Public Health, SIU Medical School and Lincoln Memorial Gardens as well as research experience with Sangamon State University faculty.

The Master's Degree

Through formal courses and independent study, the biology program offers a balanced biology curriculum with areas of study in cell biology, microbiology and ecology. The program prepares students for further training in biology, including medical and other professional schools and biology careers in both the public and private sectors. The biology program contributes to the university's public affairs objectives by providing a focus on the interaction between science and public policy.

Entrance Requirements and Advising

Students wishing to enter the graduate program are expected to have completed a program of study similar to that required for a bachelor's degree in biology at SSU. Also, beginning graduate students are required to take the university's learning skills tests before the start of their second semester.

Beginning graduate students are initially assigned to an academic adviser and, following a review of their academic background, may be granted full or conditional admission. If admitted conditionally, the conditions will be clearly stated. After completing 10 hours of program-approved course work, each student must form a master's committee, which supervises the master's program and master's project. Admitted students are expected to make demonstrable progress toward completion of the master's program.

Grading Policy

A maximum of eight credit hours of C grades are applicable to the degree, provided they are balanced by eight hours of A. However, C grades will not be accepted for required courses and C grades taken in program-approved elective courses must be balanced by A grades in program-approved courses only. Master's candidates are expected to maintain a B average, and those students who fall below that level may lose their candidacy.

Program Requirements

For students with the equivalent of the SSU baccalaureate degree in biology, SSU's master's degree in biology requires a minimum of 36 semester hours of course work distributed as follows:

CHE 415 Biochemistry I (or equivalent)	4 Hrs.
BIO 402 Biometrics (or equivalent)	4 Hrs.
BIO 500 Master's Project	4 Hrs.
BIO 501 Graduate Seminar	1 Hr.
BIO 551, 561, OR 571	3-4 Hrs.
Electives (NOTE: must be approved by the program; at least six hours must be at the 500 level)	15-16 Hrs.
BIO 521 Biological Sciences and Public Policy	4 Hrs.
Total	36 Hrs.

Master's Project

The master's project is to be based on a graduate research problem approved by each student's master's committee. Each master's project shall include a formal written manuscript and an oral presentation open to faculty, students and guests. The student's master's committee decides whether or not the project is acceptable.

Facilities

A central emphasis of the biology program is mastery of laboratory skills to complement theoretical knowledge. As a result, equipment of good quality is available for student use. Current facilities consist of a new laboratory building, with independent project laboratories, as well as existing equipment.

Equipment available for environmental studies includes a john boat and Boston whaler, portable spectrometer, pH meter, dissolved oxygen meter, submarine photometer, echo sounder, Van Dorn water sampler and an extensive array of sampling and assay equipment for field and laboratory investigation of aquatic and terrestrial habitats. Specialized facilities include a

greenhouse, terrestrial and aquatic animal facilities, and walk-in cold rooms and environmental chambers.

For studies in cell biology and physiology, the following are available: electron microscopy laboratory, which includes transmission and scanning electron microscopes, vacuum evaporator and critical point dryer; light microscopy laboratory, which contains a wide range of microscope systems, cryostat, micro- and macrophotographic equipment, and fully equipped darkroom; microbiology facilities including growth chambers, isolated preparation room and sterilization capabilities; and a wide range of biochemical and physiological equipment, such as high speed and ultracentrifuges, oscilloscopes, polygraphs, and atomic absorption and nuclear magnetic resonance spectrophotometers.

Special Collections

The program is holder of the collection of anaerobic bacteria and bacteriophage gathered by Dr. L. S. McClung, retired professor of microbiology at Indiana University. These organisms are used for research purposes by both undergraduate and graduate students.



Course Descriptions

BIO 301 General Seminar (2 Hrs.)
Development of learning skills following self-assessment. Mastery of library skills and ability to organize material are demonstrated by a paper on a topic of interest and a seminar based on the paper. Recommended for fall of junior year.

BIO 305 Plants and Society (4 Hrs.)
A consideration of plants from soil to harvest and environmental principles in everyday practice. Useful plants and their products are explored with an emphasis on the interrelationships and interdependence between plants and society. This is a laboratory science course for non-science majors.

BIO 311 Cell Biology (4 Hrs.)
Molecular basis of structure and function of cells, with an emphasis on the mechanisms of biological processes. Laboratory integrates study of cellular

processes with introduction to current research techniques and instrumentation. Prerequisite: General chemistry. Recommended spring of junior year.

BIO 345 General Microbiology (3 Hrs.)

Structure, physiology, classification and growth of bacteria and their viruses; survey of fungi and viruses of higher forms.

BIO 346 General Microbiology Laboratory (1 Hr.)

Techniques and procedures for achieving and maintaining pure cultures and their subsequent study.

BIO 347 Medical Bacteriology (4 Hrs.)

Concise overview of pathogenic bacteriology. Includes discussion of techniques for culturing and identifying bacteria and an introduction to epidemiology. Required of medical technology students. Prerequisite: BIO 345, or equivalent.

BIO 351 Organismal Botany (4 Hrs.)

Development of "higher" plants from seed to seed considering both the structure and function of plants. Consideration of principles of plant systematics using representatives from both the plant and fungus kingdoms as examples. Recommended fall of junior year.

BIO 361 Comparative Vertebrate Biology (5 Hrs.)

Comparative study of the evolutionary origins, embryological development and functional anatomy of the various classes of vertebrates. The interrelatedness of form and function is stressed in both lecture and laboratory.

BIO 362 Human Physiology (4 Hrs.)

Systems approach to understanding fundamental mechanisms of human physiology with emphasis on homeostasis: membranes and cellular mechanisms, nervous system, muscle, cardiovascular, renal, respiratory and digestive physiology and endocrine regulatory mechanisms. Prior anatomy and physiology is recommended.

BIO 371 Principles of Ecology (4 Hrs.)

Structure and function of ecological systems including basic ecological principles and concepts. Examines scale of individual relationships to system. Laboratory involves in-depth study of terrestrial communities. Recommended fall of senior year.

BIO 381 Genetics (5 Hrs.)

Processes and principles underlying storage, transmission, utilization and alteration of inherited information in biological systems. Lecture topics encompass Mendelian genetics through an introduction to modern population genetics. Recommended spring of senior year.

BIO 400 Undergraduate Research (1-4 Hrs.)

Independent investigation of specific problem of interest to the student. Before enrolling, student must select a faculty member from the biology program to direct and review the project. Research paper, formal seminar or both may be required for credit. Maximum of four semester hours may be earned.

BIO 402 Biometrics (4 Hrs.)

Statistical analytical tools in biology and their application in developing strategies for experimental procedures and evaluating results.

BIO 413 Human Genetics (3 Hrs.)

Examines principles of genetics including a treatment of cells and chromosomes, classical genetics, complex traits, and developmental, molecular and population genetics. Emphasizes biological and genetic basis of the human condition.

BIO 422 Electron Microscopy (4 Hrs.)

Theory and procedures of electron microscopy, integrated with an understanding of ultrastructural morphology. Students develop competencies within three broad areas, including material preparation, instrumentation and information processing. Emphasis on laboratory experience.

BIO 426 Plant Physiology (4 Hrs.)

Physiological processes, mechanisms and models involved in water regulation, nutrition, growth and development of plants, with emphasis on vascular plants.

BIO 431 Histology (4 Hrs.)

Cell and tissue structure in relation to function, with emphasis on fundamental design of mammalian organs. Students develop competence in light microscopic interpretation of tissues and organs.

BIO 432 Histological Techniques (3 Hrs.)

Underlying concepts and methodology in tissue preparation for light microscopic study. Introduces histochemistry and other light microscopic techniques. Emphasis on laboratory experience in tissue processing, sectioning, staining and interpretation based on projects of interest to individual student.

BIO 439 Comparative Physiology (4 Hrs.)

Study of fundamental physiological mechanisms characteristic of the animal kingdom. Examples of functional diversity in adaptation to varied life-styles and environments from insects to animals.

BIO 446 Virology (3 Hrs.)

Bacterial cells with their viruses, which form the basis for study of interactions of mammalian cells and their viruses. Use of viruses in transfer of genetic information also discussed. Prerequisite: BIO 345, or organic chemistry, or equivalent.

BIO 468 Animal Behavior/Ethology (4 Hrs.)

Historical foundations of ethology, current methods, concepts and research problems; analysis of

the organization and development of behavior in individual animals and applications to understanding human behavior. Laboratory and/or field research projects are emphasized.

BIO 469 Behavioral Ecology and Sociobiology (4 Hrs.)

Exploration of the evolution of social behavior in animals, including man. Topics include the role of kinship in the evolution of altruism, the logic of animal conflict, the evolution of mating behavior and the origins of parent-offspring conflict. Social systems in groups ranging from insects to primates will be surveyed, followed by an analysis of biological and cultural influences on human social behavior.

BIO 479 Evolution (4 Hrs.)

Origin of life and history of development of living systems. Analysis of classical Darwinism, the neo-Darwinian synthesis and mechanisms of evolution, with emphasis on microevolutionary studies as an analytical tool.

BIO 480 Workshop for Science Teachers (4 Hrs.)

Workshop on science methods and materials intended primarily for in-service experience. May be repeated for credit.

BIO 500 Master's Project (4 Hrs.)

In-depth investigation of a biological topic. Before beginning graduate research, students must have been granted degree candidacy and have formed an examination committee to approve and review progress of the project. Research paper and formal seminar required for credit. This requirement may be met in one of two ways: (1) A student may propose a laboratory research project that must be under the direction of a faculty member, or (2) A student may research an approved topic that deals with a problem in the public arena. This need not be a laboratory research project and should be based in the executive or legislative branches of state government.

BIO 501 Graduate Seminar (1 Hr.)

In-depth exploration of biological topic with emphasis on methods of library research, organization of material and techniques for presenting information. Required of M.A. candidates. *Should be taken early in graduate program.*

BIO 510 Topics in Biology (1-4 Hrs.)

Intensive study of a topic under investigation by contemporary biologists. Description of topic for a given semester will be stated in course schedule. Prerequisite: Dependent upon topic. Course may be repeated for an indefinite number of credit hours, but topic must differ.

BIO 512 Light Microscopy and Photomicrography (4 Hrs.)

Applications of optical research tools to various biological materials and problems. Includes darkfield phase, differential phase and Nomarski phase systems as well as principles of photomicrography.

BIO 521 Biological Sciences and Public Policy (4 Hrs.)

Similarities and differences in the decisionmaking processes and procedures within the scientific community and the public arena; risk assessment as a tool in decisionmaking; roles that the law, legislature, government agencies, administrative directives, lobbyists and the scientific community play in decisionmaking; and role of science in the regulatory process.

BIO 551 Advanced Cell Biology (3 Hrs.)

Critical analysis of selected concepts in eukaryote cell biology, a subject of intense current scientific inquiry. Focuses on modern technology in the study of molecular mechanisms of eukaryote cell functions. Flexible format accommodates individual student interests and needs. Prerequisite: BIO 311, or equivalent.

BIO 561 Advanced Microbiology (4 Hrs.)

Selected advanced topics that may vary in response to student need but include aspects of microbial physiology such as growth, metabolism, photosynthesis and genetics. Independent laboratory project required. Prerequisite: BIO 345, or equivalent.

BIO 571 Advanced Ecology (3 Hrs.)

Critical review of contemporary ecological concepts, mainly through analysis and discussion of primary references. Designed especially for M.A. students focusing on environmental biology. Prerequisites: Ecology and graduate standing.

BIO 580 Independent Research (1-6 Hrs.)

Student may enroll for 1-6 hours of graduate research, with the permission of a biology faculty member.

The following courses are accepted for the program major:

- CHE 421 Instrumental Analysis
- CHE 425 Interpretive Spectroscopy
- CHE 431 Environmental Chemistry
- CHE 432 Environmental Chemistry Laboratory
- ENS 445 Biology of Water Pollution
- ENS 488 Environmental Law

Business Administration

B.B.A. (60 Hrs.) M.B.A. (48 Hrs.)

Faculty — Daniel J. Gallagher, Elizabeth Goins, Richard Judd, Moshe Levin, Ardesbir Lohrasbi, Paul McDevitt, David O'Gorman, John Palmer, Mark Puclik, Robert Wright, Sally Jo Wright

The business administration program is designed to help students develop an understanding of the business enterprise, with emphasis on the role and function of business operating within a societal context. The curriculum requires development of competence in the functional areas of business (marketing, finance, production and human resource management) and offers a selection of electives designed to provide a broad education as a foundation for decisionmaking and leadership in business and society.

Advising

Upon entry to either the B.B.A. program or the M.B.A. program, a student is assigned an adviser and should consult with the adviser before initial registration to ensure a course of study that meets both personal objectives and degree requirements. A student may select another adviser from among the business administration faculty at any time with concurrence of the faculty member.

The Bachelor's Degree

Entrance Requirements

The B.B.A. degree program is designed to prepare students for responsible positions in various types of business enterprises. The program provides a broad background in all of the functional areas of business and emphasizes broad integrative preparation for performing effectively in decisionmaking and leadership positions.

Entry to the B.B.A. program requires undergraduate admission to the university. A candidate must meet the university entrance requirements and have completed

the appropriate tool prerequisites, or their equivalents, prior to taking specific core courses. The appropriate prerequisites are two courses in accounting (principles I and II), two courses in economics (micro and macro), a course in statistics, a course in computer applications, and an advanced mathematics course such as business calculus or finite mathematics. The approved prerequisite courses offered at SSU are ACC311, CSC317, ECO313 and ECO315.

These courses do not apply toward the 60 hours of study at Sangamon State University. An average GPA of 2.0 (C) or better in the tool courses is required for entry into core courses. Students are encouraged to take course work in sociology, psychology and communication (both verbal and written) prior to beginning the B.B.A. program.

University Requirements

Students are required to complete a minimum of 12 semester hours of university requirements in the areas of liberal studies colloquia, public affairs colloquia and applied study. These hours must include at least four (4) hours in each of at least two (2) of these areas.

Program Requirements

The B.B.A. degree requires successful completion of a minimum of 60 semester hours of undergraduate credit. Students must meet university requirements of 12 semester hours as part of the 60-hour requirement.

Business Core Courses

BUS 302 Principles of Financial Management	4 Hrs.
BUS 312 Principles of Marketing	4 Hrs.

BUS 322 Operations Management	4 Hrs.
BUS 331 Business and Society	4 Hrs.
BUS 341 Principles of Management	4 Hrs.
BUS 351 Human Resource Management	4 Hrs.

Electives

Liberal Arts Elective	4 Hrs.
General Electives — requires prior approval of adviser	12 Hrs.
Program Elective	4 Hrs.

Integrative Course

BUS 483 Business Policy (may not be waived and may not be taken prior to, or concurrently with, core courses)	4 Hrs.
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University Requirements12 Hrs.*Total*60 Hrs.**Electives**

Students will have 20 elective hours under this curriculum. Four hours must be taken in liberal arts. Of the remaining 16, at least four must be business electives.

Waiving of Required Courses

With adviser approval, appropriate electives may be substituted in lieu of a required course when students have completed equivalent previous course work with a grade of B or better. These electives must be taken in the disciplinary area in which the required course was waived. Waiver of any course does NOT waive any portion of the 60-hour degree requirement.

Proficiency Credit for Prior Learning or Transfer of Undergraduate Credits

The Office of Admissions and Records performs the initial evaluation of transfer credits, certifying that the courses are acceptable as undergraduate level courses. The final evaluation is made by the Business Administration Admissions Committee. In some instances, the credits accepted by the

program may be less than that certified by the Office of Admissions and Records. No more than 30 semester hours of transfer credit, credit for prior learning or proficiency credit will be accepted toward degree requirements.

Full-Time and Part-Time Loads

A full-time course load consists of at least 12 credit hours per semester. Registration for more than 16 hours requires adviser approval. Students who work full-time and enroll on a part-time basis should normally enroll for four to eight hours per semester. No distinction is made between full- and part-time students in meeting degree requirements.

Grading Policy

A GPA of 2.0 or better is required for graduation. B.B.A. degree candidates cannot take any course on a credit/no credit or a pass/fail basis. A grade of D will not be accepted for BUS 483 Business Policy; this includes the grades D+ and D-.

The Master's Degree**Entrance Requirements**

Admission to the M.B.A. program is granted by the program faculty. To apply for admission, applicants must submit a Graduate Management Aptitude Test (GMAT) score and a complete set of official undergraduate transcripts signifying graduation from an accredited university. These materials must be received at least one month prior to the student's intended date of registration. Evaluation of applications will be based upon GMAT scores and undergraduate GPA. A minimum GMAT of 400 and an undergraduate GPA above 2.5 are required. If the GMAT is below 400 or the undergraduate GPA is below 2.5, one of the following formulas may apply:

$$1. \text{GMAT} + (200 \times \text{undergraduate GPA}) \geq 1,050$$

$$2. \text{GMAT} + (200 \times \text{undergraduate GPA for last 60 semester hours}) \geq 1,100.$$

A student could take graduate courses offered by the business administration program while on a non-degree seeking status as long as the student has all the appropriate course prerequisites. A change to degree seeking status can occur, however, only if the GMAT and undergraduate GPA requirements or the alternative admission formulas have been met. A maximum of 12 graduate credit hours completed with a grade of B or better while on non-degree status may be counted toward the M.B.A.

Degree Requirements

The M.B.A. degree requires successful completion of a minimum of 48 semester hours of graduate credit. A full-time student entering during the fall semester will normally require a minimum of four semesters (one and one-half calendar years) to complete the degree. Students entering in a semester or term other than the fall normally require up to two calendar years, since course offerings are limited during the summer term. The M.B.A. core curriculum satisfies the university's public affairs colloquia requirement. A maximum of 12 semester hours of graduate credit taken at another accredited university may be applied toward the minimum 48 semester hours required for the M.B.A. A GPA of 3.0 or better is required for graduation.

Prerequisites

Prior to taking any specific courses for the M.B.A. degree, all students are expected to have taken the appropriate prerequisites. Overall, the prerequisites include accounting, computer applications, economics and statistics. Competence in these areas can be demonstrated through successful completion of appropriate undergraduate course work or successful completion of approved courses offered at Sangamon State University.

The following undergraduate courses are considered as meeting the fundamental tool requirement: two semesters of introductory accounting (principles I and II), one

semester of computer applications, two semesters of introductory economics (micro and macro) and a minimum of two semesters of college mathematics, at least one of which was statistics.

The approved prerequisite courses offered at SSU are: ACC 311 Administrative Uses of Accounting Information, CSC 317 Software Packages, ECO 315 Economics for Administration, ECO 313 Statistics for Business and Economics. These courses do not count toward the 48 semester hour degree requirement.

Core Courses (required)

Functional Areas of Business	
BUS 502 Managerial Finance	4 Hrs.
BUS 512 Marketing Management	4 Hrs.
BUS 521 Research Analysis*	4 Hrs.
BUS 522 Production and Operations Management	4 Hrs.
BUS 531 Business-Government Relationships	4 Hrs.
BUS 541 Organizational Behavior*	4 Hrs.
	<u>24 Hrs.</u>

Electives

At least three courses should be taken in the M.B.A. program at the 500 level. The remaining two courses require prior approval of adviser.

20 Hrs.

Integrative Course

BUS 583 Business Strategy (may not be waived and may not be taken prior to, or concurrently with, any of the required core courses)	4 Hrs.
Total	<u>48 Hrs.</u>

*Part-time students should take BUS 521 in the first semester and BUS 541 in the second semester. Full-time students should take BUS 521 and BUS 541 in the first semester concurrently with other core courses.

Waiving of Required Courses

With adviser approval, appropriate electives may be substituted in lieu of a re-

quired course when students have completed equivalent previous course work with a grade of B or better. These electives must be taken in the disciplinary area in which the required course was waived. Waiver of any courses does *NOT* waive any portion of the 48-hour degree requirement.

Transfer of Graduate Credits

The Office of Admissions and Records performs the initial evaluation of transfer credits, certifying that the courses are acceptable as graduate-level courses. The final evaluation is made by the Business Administration Admissions Committee. In some instances, the credits accepted by the program may be less than that certified by the Office of Admissions and Records. No more than 12 semester hours of transfer credit will be accepted in lieu of degree requirements. A grade of B (3.0) is the minimum required for transfer hours.

Full-time and Part-time Loads

A full-time course load consists of 12 credit hours per semester. Registration for more than 12 hours requires adviser approval. Students who work full-time and enroll on a part-time basis should normally take from four to eight hours per semester. No distinction is made between full- and part-time students in meeting degree requirements.

Course Scheduling

The principal mode of instruction is evening courses, although occasional weekend and daytime classes may be offered. Insofar as possible, at least one section of every required course is offered in both the spring and fall semesters. All other courses are offered periodically, subject to the availability of faculty and student demand. *Students cannot expect any particular course to be offered during the summer and should plan their schedules accordingly.*

Students are required to complete ACC 311, CSC 317, ECO 313 and ECO 315 (or equivalents), which have not been waived, prior to beginning M.B.A. degree courses.

Grading Policy

No more than eight hours of C grades (including C+ and C-) in degree courses may be used toward the M.B.A. degree. Students must maintain a GPA of 3.0 in all required courses used for graduation. An M.B.A. degree candidate may not take any courses used for the degree on a credit/no credit or pass/fail basis. A grade of B or better is required in BUS 583 Business Strategy.



Bachelor's Course Descriptions

(not accepted toward satisfaction of M.B.A. program requirements)

Business Core

(All business core courses and advanced electives have specific prerequisites. It is the student's responsibility to ensure compliance with each course prerequisite.)

BUS 302 Principles of Financial Management

(4 Hrs.)

Introduction to the analysis of financial operations, decision processes and analytic tools used in the financial management of the business enterprise. Provides special attention to areas of capital budgeting, cost of capital, ethical issues, investment decisions and working capital management. Prerequisites: ACC 311, CSC 317, ECO 313, ECO 315, and advanced mathematics, or equivalents.

BUS 312 Principles of Marketing

(4 Hrs.)

Surveys the principle concepts and practices in contemporary business marketing. The roles, functions and contributions of marketing are discussed and societal implications of effective marketing explored. Course topics include marketing information systems, marketing segmentation, strategy formulation, pricing, promotion, distribution, product introduction, as well as management and marketing ethics. Prerequisites: ACC 311 and ECO 315, or equivalents.

BUS 322 Operations Management

(4 Hrs.)

Introduction to OM techniques including their application to functional areas of the business enterprise and operations control. Topic coverage includes product and production planning, facilities layout and location planning, project evaluation and control, linear programming, waiting line and inventory modeling, production control, and quality planning and control. Prerequisites: CSC 317, ECO 313, and advanced mathematics, or equivalents.

BUS 331 Business and Society (4 Hrs.)

Introduces the role of business in our society and the interactions it has with various segments of the society. Specific areas examined include the legal environment, social responsibility of business, political and social forces and ethical dilemmas that can occur. Prerequisite: ECO 315, or equivalent.

BUS 341 Principles of Management (4 Hrs.)

Study of fundamental principles and processes appropriate to understanding of management. Topics include planning, organizing, directing, controlling and decisionmaking. Prerequisite: ECO 315, or equivalent.

BUS 351 Human Resource Management (4 Hrs.)

Introductory course to the field of personnel management. Topics include employment, placement, personnel planning, training and development, performance appraisal, compensation and benefits, labor relations, and legal and ethical issues associated with health, safety and security. These topics are examined in relation to the operational activities of the profit seeking business enterprise. Prerequisites: CSC 317 and ECO 313, or equivalents.

BUS 483 Business Policy (4 Hrs.)

Concerns problem solving in business from an upper-management perspective. Interrelationships between the marketing, finance, operations and human behavior perspectives are addressed, particularly with respect to developing enterprise strategies to attain objectives in the context of the containing environment. Also considered are corporate social responsibility to the individual and society. Prerequisites: All core courses.

Electives

External Environment

BUS 332 Legal Environment of Business (4 Hrs.)

Introduction to the nature and function of law and legal systems and their impact on business. Specific areas of study include private, regulatory, securities, labor, employment and antitrust law and business organization. Prerequisite: BUS 331, or equivalent.

Finance

BUS 443 Financial Investment Analysis (4 Hrs.)

Elements of an "ideal" investment, examination and testing of specific investment securities. Considers alternative approaches to management of stock and fixed-income security portfolios. Problems and cases are assigned for analysis. Prerequisite: BUS 302.

BUS 445 Financial Institution Management (4 Hrs.)

Provides broad knowledge and skills in the practices of commercial bank, pension fund, thrift, insurance and finance company management. An analysis of the financial management of financial

institutions is presented. An analysis of the nature, purposes and objectives of the American financial systems is stressed. Topics also include "nonbanks" and financial regulation/deregulation. Case exercise and project work are required. Prerequisite: BUS 302.

Marketing

BUS 433 Introduction to Marketing Management (4 Hrs.)

Introduction to marketing management including the establishment of marketing objectives, the identification of target markets, and the development, execution, and implementation of marketing mixes. Prerequisite: BUS 312.

BUS 435 Sales and Sales Management (4 Hrs.)

Principles of successful professional selling. The management aspect concerns recruitment organization, motivation, direction and control of the sales force. Prerequisite: BUS 312.

Operations Management

BUS 447 Production and Systems Management (4 Hrs.)

Design and analysis of operating systems using scientific decisionmaking. Methodology such as on-line systems explored. Case exercises and project work are required. Prerequisite: BUS 322.

BUS 449 Production Planning and Quality Control (4 Hrs.)

Selected topics from production theory, application of quantitative methods to current production problems, integration of production planning within overall objectives of the firm. Prerequisite: BUS 322.

BUS 459 Production and Inventory Management (4 Hrs.)

Models used for materials management and control of purchase goods and services. Includes EOQ models, simulations, cases, exercises, problems. Prerequisite: BUS 322.

Entrepreneurship

BUS 354 Entrepreneurship (4 Hrs.)

Elements of entrepreneurship, highlighting successful characteristics. Functions of the entrepreneur explained and illustrated. Students examine personal and commercial strategies that can be used in establishing new business ventures. Prerequisite: BUS 312.

BUS 355 Small Business Management (4 Hrs.)

Role of small business in the economy, characteristics of small businesses and owner-managers, marketing and producing product or service, maintaining financial health and the future of small business. Prerequisite: BUS 312.

BUS 356 Franchising (4 Hrs.)

History of franchising, with pros and cons and how to plan a franchise. Primary functional components explained and illustrated, including marketing, finance, legality and operations. The franchise package, franchisor/franchisee relationships and international franchising also addressed. Prerequisite: BUS 312.

BUS 358 Small Business Counseling (2 Hrs.)

Individual and team projects associated with business firms requesting management assistance. Students work to refine the problem, establish an appropriate research method, collect and analyze the information and make recommendations to the requesting business owners. Class offered in conjunction with the Small Business Institute. Prerequisites: BUS 302, 312, 322, and 355 or 356.

BUS 499 Tutorial in Business Administration (1-10 Hrs.)

Service Courses

(Open to all majors, but service courses are not accepted toward satisfaction of B.B.A./M.B.A. requirements.)

BUS 301 Finance for Administrative Uses (4 Hrs.)

Addresses the uses of managerial finance in business decisionmaking. Emphasizes working capital management and long-term decisions. Prerequisites: ECO 315 and ACC 311, or equivalents.

BUS 311 Marketing for Administrative Uses (4 Hrs.)

Focuses on the uses of marketing in business decisionmaking. Prerequisites: ECO 315 and ACC 311, or equivalents.

BUS 370 Topics in General Business (4 Hrs.)

Topics to be announced when offered. May be repeated for an indefinite number of credit hours, but a particular topic may not be repeated for credit. Prerequisite: BUS 301 or BUS 311, or equivalent.

BUS 436 Real Estate (4 Hrs.)

Examines the fundamentals of real estate practice and financing combined with property management to provide an overall background relative to property analysis, the relationship between operating and value, and the administration of private and public sector property.

BUS 437 Advanced Real Estate (4 Hrs.)

An in-depth examination of real estate principles with emphasis upon contracts and conveyances and the effective use of risk management.



Master's Course Descriptions

Required courses are offered in both the

spring and fall semesters. Additional offerings are scheduled to accommodate student needs subject to faculty availability.

Business Core

BUS 502 Managerial Finance (4 Hrs.)

Concepts and variables used in financial analysis, planning and control. Topics include financial forecasting, capital budgeting, leverage, valuation, cost of capital, asset/liability management and capital market instruments. Prerequisites: ACC 311, CSC 317, ECO 313 and ECO 315, and advanced mathematics, or equivalents.

BUS 512 Marketing Management (4 Hrs.)

Study of the conceptual foundations and practices of contemporary marketing as well as the planning, implementation and control of the marketing function. Topics include situation analysis, marketing objectives, target market selection, and product, promotion, pricing and physical distribution decisions. Prerequisites: ACC 311 and ECO 315, or equivalents.

BUS 521 Research Analysis (4 Hrs.)

Methods used for collection, analysis and interpretation of various types of business research data from the perspective of design, execution and evaluation of research projects as well as requests for research. Emphasis is given to using research analysis methods for decisionmaking within business organizations. Prerequisite: ACC 311, CSC 317, ECO 313 and ECO 315, or equivalents.

BUS 522 Production and Operations Management (4 Hrs.)

Managerial techniques for planning, scheduling and controlling resources, cost, quality, productivity and efficiency in product and service organizations. Topics such as project scheduling and management, forecasting and constraint optimization are covered. Prerequisites: CSC 317, ECO 313 and advanced mathematics, or equivalents.

BUS 531 Business-Government Relationships (4 Hrs.)

Review and analysis of current laws and regulations which frame the external environment for private business operations in the U.S. Emphasis on state and federal regulations, agency governance and surveillance, and business requirements, costs and response. Special applications to the production, distribution and financial functions of the firm are considered alongside trends and major developments in case law. Prerequisite: ECO 315, or equivalent.

BUS 541 Organizational Behavior (4 Hrs.)

Structure and function of an organization as a sociotechnical system and of individual group and leadership processes and behavior within the organization. Historical development, leadership, decision-

making, group dynamics, motivation, job satisfaction, authority, influence and power, organizational change, communications, conflict, and organization structure and design. Prerequisite: ECO 313, or equivalent.

BUS 583 Business Strategy (4 Hrs.)

For business administration students, emphasizing the level of analysis necessary for top management decisions and policy formulation for a firm operating in an uncertain environment. Satisfactory completion meets university graduation requirement of a problem-solving exercise. Prerequisites: Completion of all core courses.

Finance

BUS 503 U.S. Financial Institutions (2 Hrs.)

Historic development and practices of fiduciary institutions with special attention to commercial banks, savings and loans, central banking, investment banking and government financial institutions. Prerequisite: BUS 502.

BUS 504 Financial Markets (2 Hrs.)

U.S. money and capital markets, with special attention to the pricing of financial assets and allocation of funds in a modern, developed economy. Money markets, stock, bond, options, futures, mortgage markets, and government markets and regulation are considered. Prerequisite: BUS 502.

BUS 505 Investments (4 Hrs.)

Designed specifically for the personal investor, giving a perspective on the timing, instruments and choices available to one who seeks to build a wealth base over time. The course shows the investment network which assists and facilitates the efforts of the individual, including the role of security analysts, portfolio managers, the organized markets and the so-called over-the-counter arena. Current regulations and investor safeguards in law and regulations are reviewed. Prerequisite: BUS 502.

BUS 506 Financial Strategy and Policy (4 Hrs.)

Logic of the financial planning process; development and implementation of a financial strategy to support the achievement of overall corporate goals; policy-relevant supports for decisions leading to diversification, divestment, development of new product lines and movement toward conglomerate status. Prerequisite: BUS 502.

BUS 507 Advanced Financial Management (4 Hrs.)

In-depth study of theories and cases dealing with investment and financial decisions of the firm: capital budgeting under uncertainties, cost of capital, dividend policies, capital structure management, international financial management, and acquisitions and mergers. Prerequisite: BUS 502.

BUS 508 Portfolio and Security Analysis (4 Hrs.)

Study and application of analytical techniques in the analysis of financial statements of firms with traded securities, including development of efficient security portfolios. Prerequisite: BUS 505.

BUS 509 Small Business Finance (4 Hrs.)

Application of various financial theories to problems facing small businesses. Topics include profit forecasting and planning, cash management, budgeting, working capital management, leasing, sources of financing, investment decisionmaking, financial leverage and valuation. Prerequisite: BUS 502.

BUS 510 Topics in Finance (2 or 4 Hrs.)

Advanced study in specific topics, to be announced when offered. May be repeated for an indefinite number of credit hours, but a particular topic may not be repeated for credit. Prerequisite: BUS 502.

BUS 570 Research in Finance (2 or 4 Hrs.)

Advanced graduate students may propose to a full-time member of the finance faculty a research topic designed to expand the individual's interest in the history, theory, methodology or current literature of finance. May be repeated for an indefinite number of credit hours, but a particular research topic may not be repeated for credit. Prerequisite: BUS 502.

Marketing

BUS 515 Marketing Strategy (4 Hrs.)

Study of the role of marketing in the strategic business planning process, including strategic environmental analysis, organizational mission and objectives, organizational strategy, identification of strategic business units, and analysis and evaluation of organizational business portfolios. Prerequisite: BUS 512.

BUS 520 Topics in Marketing (2 or 4 Hrs.)

Advanced study in specific topics, to be announced when offered. May be repeated for an indefinite number of credit hours, but a particular topic may not be repeated for credit. Prerequisite: BUS 512.

Operations Management and Quantitative Analysis

BUS 523 Production Operations Planning and Control (4 Hrs.)

Techniques and methods of production, processing and manufacturing control for continuous or job shop applications. Quantitative managerial techniques for operations managers. Decision models for forecasting, planning and controlling production, inventory and quality. Linear programming, probabilistic models, queuing theory, simulation methods. Not open to students who have completed BUS 522. Prerequisites: CSC 317, ECO 313 and advanced mathematics, or equivalents.

BUS 524 Project/Program Management and Control (4 Hrs.)

Techniques and methods for planning, managing and controlling one-time major projects and programs. Topics include systems theory and analysis, stochastic planning and control methods, and simulation. Emphasis on PERT/CPM techniques, decision trees, Monte Carlo processes. Prerequisite: BUS 522, or BUS 523.

BUS 525 Quantitative Techniques for Managers (4 Hrs.)

Techniques of management science including decision theory, systems theory, operations research, mathematical programming techniques (linear, non-linear, dynamic), modeling, Markov processes, forecasting techniques and simulation techniques. Prerequisite: BUS 522, or BUS 523.

BUS 530 Topics in Production/Operations Management (2 or 4 Hrs.)

Advanced study in specific topics, to be announced when offered. May be repeated for an indefinite number of credit hours, but a particular topic may not be repeated for credit. Prerequisite: BUS 522, or BUS 523.

BUS 580 Topics in Quantitative Analysis (2 or 4 Hrs.)

Advanced study in specific topics, to be announced when offered. May be repeated for an indefinite number of credit hours, but a particular topic may not be repeated for credit. Prerequisite: BUS 522, or BUS 523.

External Environment

BUS 532 Fundamentals of Business Law (4 Hrs.)

American legal system and those areas of special interest to the business manager. Statutory and case law relating to contracts, sales, negotiable instruments and business organizations are studied, with the goal of providing a foundation for informed decisionmaking and an awareness of important rights and obligations arising from business relationships. Prerequisite: BUS 531.

BUS 534 Labor Law (4 Hrs.)

Major pieces of legislation in labor law and their impact on both management and labor. Special emphasis is given to the court's interpretation of legislation. Topics include injunction, strike activity, certification of bargaining representation and collective bargaining. Prerequisite: BUS 531.

BUS 536 International Business Organization and Operations (2 Hrs.)

Analysis of international distribution, financing for foreign operations, major legal issues affecting multinational firms and a survey of risks for U.S. firms doing business in approximately 30 of the most significant nations of the world. Prerequisites: BUS 502 and BUS 512.

BUS 540 Topics in External Environment (2 or 4 Hrs.)

Advanced study in specific topics, to be announced when offered. May be repeated for an indefinite number of credit hours, but a particular topic may not be repeated for credit. Prerequisite: BUS 531, or approved equivalent.

Organizational Behavior

BUS 542 Behavior Research in Organizations (4 Hrs.)

Research methods that can be applied to analysis of the behavior of individuals and groups within an organizational setting. Focuses on design of research projects, evaluation of published research and requests for research to be carried out by others. Prerequisite: BUS 521 and BUS 541.

BUS 550 Topics in Organizational Behavior (2 or 4 Hrs.)

Advanced study of specific topics, to be announced when offered. May be repeated for an indefinite number of credit hours, but a particular topic may not be repeated for credit. Prerequisite: BUS 541.

Human Resource Management

BUS 551 Human Resource Management (4 Hrs.)

Operational approach to managing people at work, drawing from behavioral sciences. Builds on concept of reconciliation and integration of worker-organizational interests through supportive situation-oriented leadership by both line and staff managers. Focuses on emerging issues and concepts relating to management of human resources of an organization. Prerequisite: BUS 541, or equivalent.

BUS 553 Labor-Management Relations (4 Hrs.)

Behavioral, economic, social and institutional forces which affect quality of union-management relations and objectives. Analysis of relationships at individual work unit level and more complex levels as they interact with each other and influence negotiations, grievances and administration of collective bargaining agreements in work organizations. Prerequisite: BUS 541.

BUS 560 Topics in Human Resource Management (2 or 4 Hrs.)

Advanced study in specific topics, to be announced when offered. May be repeated for an indefinite number of credit hours, but a particular topic may not be repeated for credit. Prerequisite: BUS 551.

BUS 581 Small Business Consulting (4 Hrs.)

Student teams operate as consulting firms to small businesses in the Springfield area. Teams diagnose problems and recommend solutions. Prerequisite: Completion of all core courses.

BUS 599 Tutorial In Business Administration (1-10 Hrs.)

Chemistry

B.S. (60 Hrs.)

Faculty — William L. Bloemer, William W. Martz, Gary Trammell

Associated Faculty — Joan Polancic

Adjunct Faculty — Leonard Maroun

The chemistry program is designed to prepare students for direct entry into the chemical profession or for further studies in graduate or professional programs. The program is accredited by the American Chemical Society's Committee on Professional Training.

Entrance Requirements

Entrance requirements include a background in science and mathematics equivalent to one year in each of the following: general chemistry, organic chemistry, general physics and calculus. In addition, entering students should have the general competencies normally associated with completion of two years of college. Students with deficiencies may enter the program conditionally but will be required to make up the deficiencies during their first year of study. This extra work may mean that some students will require more than two years to complete the B.S. degree.

Advising

Students should consult a program faculty member prior to initial registration. If this is not possible, students must contact a program representative at registration. During the first semester at SSU, the program will assist the student in selecting an adviser from among the chemistry faculty.

Communication Skills

The chemistry program has a program for the assessment, development and certification of each student's communication skills. Assessment and a plan for development are included in BIO 301 General Seminar, a required core course for all chemistry majors.

University Requirements

Students are required to complete a minimum of 12 semester hours of university requirements in the areas of liberal studies colloquia, public affairs colloquia and applied study. These hours must include at least four (4) hours in each of at least two (2) of these areas.

Program Requirements

The B.S. in chemistry requires 60 hours of course work distributed as follows:

BIO 301 General Seminar	2 Hrs.
CHE 321 Chemical Analysis	3 Hrs.
CHE 322 Laboratory Techniques	1 Hrs.
CHE 400 Undergraduate Research	4 Hrs.
CHE 401,402 Physical Chemistry	6 Hrs.
CHE 403 Integrated Chemistry Laboratory	2 Hrs.
CHE 415 Biochemistry I	4 Hrs.
CHE 421 Instrumental Analysis	4 Hrs.
Chemistry Elective*	2-4 Hrs.
General Electives	18-20 Hrs.
University Requirements	12 Hrs.
Total	60 Hrs.

*Certification by the American Chemical Society is optional. Students who choose to be certified must take CHE 422 Descriptive Inorganic Chemistry as their program elective.

Applied Study

Applied study opportunities for students in the chemistry program exist in health-related laboratories, industrial laboratories, environmental agencies or laboratories, state or local government and on legislative

staffs. In some instances, a substantial independent research problem may be substituted for the applied study experience.

Chemistry Minor

To earn a minor in chemistry, students must complete a minimum of 16 semester hours, at least eight hours of which must be upper-division course work taken at Sangamon State University. Core courses include a lower-division course in general chemistry, a transfer course in organic chemistry (or CHE 367 and CHE 368) and a laboratory techniques course (or CHE 322) for a total of seven to 10 semester hours. A minimum of six semester hours of electives must be taken in analytical chemistry, biochemistry and/or physical chemistry. Since the laboratory is an integral part of chemical education, only those courses that have or lead to a laboratory experience will be acceptable for credit towards a minor. Students should consult with a chemistry faculty member in selecting courses.



Course Descriptions

CHE 311 Chemistry of Everyday Life (4 Hrs.)

Applications of chemistry in living organisms and in society examined in laboratory and lecture settings. Chemical principles studied in relation to health and consumer awareness.

CHE 321 Chemical Analysis (3 Hrs.)

Introduction to the statistical analysis of laboratory data, method evaluation and quality control. Discussion of kinetic and electrochemical methods of analysis, as well as physical and chemical methods of separation.

CHE 322 Laboratory Techniques (1 Hr.)

Introduction to basic laboratory techniques and procedures necessary for competent performance. Topics will include laboratory safety, glassware, volumetric and gravimetric measurements, equipment calibration, laboratory mathematics and basic spectrophotometric measurements.

CHE 367 Fundamental Organic Reactions (4 Hrs.)

Study of organic reactions and structures with application of these principles to biochemistry.

CHE 368 Experimental Organic Chemistry (2 Hrs.)

Laboratory course cultivating techniques for sep-

aration, purification and identification of organic compounds. Application of techniques to illustrative organic preparations.

CHE 400 Undergraduate Research (1 to 4 Hrs.)

Investigation of a specific problem of interest to the student. Directed and reviewed by a faculty member. May be repeated for credit without limit.

CHE 401 Physical Chemistry I — Thermodynamics (3 Hrs.)

Development of principles of classical thermodynamics; equations of state; first and second laws and their applications.

CHE 402 Physical Chemistry II (3 Hrs.)

Examination of thermodynamic considerations which control the position of chemical equilibrium and kinetic factors which govern reaction rates. Discussion of current theories of chemical bonding in ionic and covalent compounds. Emphasis on correlation of experimental data and prediction of structures of chemical compounds. Prerequisite: CHE 401.

CHE 403 Integrated Chemistry Laboratory (2 Hrs.)

Investigation of chemical systems by physical measurements. Projects will include synthesis and characterization of inorganic and organic compounds using modern chemical techniques. Thermodynamic quantities of these compounds will be determined to elucidate reaction mechanisms. Course is problem-oriented, requiring independent initiative, planning and performance by the student. Prerequisite: CHE 402, or concurrent enrollment.

CHE 415 Biochemistry I (4 Hrs.)

Survey of energy metabolism, structure, biological function and biosynthesis of proteins, enzymes, nucleic acids and other important cellular components. Introduction to biochemical literature. Laboratory includes preparative and analytical techniques. Prerequisite: Organic chemistry.

CHE 421 Instrumental Analysis (4 Hrs.)

Major topics include UV-visible and infrared absorption, fluorescence, atomic absorption, emission methods, mass spectroscopy, radiochemical methods, polarography and coulometric methods.

CHE 422 Descriptive Inorganic Chemistry (2 Hrs.)

Survey covering bonding, properties and reactions of inorganic compounds. Prerequisite: CHE 402, or concurrent enrollment.

CHE 425 Interpretive Spectroscopy (3 Hrs.)

Utilization of ultraviolet, infrared, nuclear magnetic resonance and mass spectroscopy to elucidate the structures of organic and inorganic molecules. Students are trained in techniques of sample preparation and in operation of UV, IR, NMR and mass spectrometers. Prerequisite: Organic chemistry, or concurrent enrollment.

CHE 431 Environmental Chemistry (4 Hrs.)

Use of chemical principles in understanding processes that occur in the environment. Ecological problems of a chemical nature are analyzed. See ENS 447.

CHE 432 Environmental Chemistry Laboratory (2 Hrs.)

Investigation of occurrence, distribution and fate of chemicals in water, air and soil. Clinical and instrumental methods will be used to identify and quantitate inorganic and organic compounds. Prerequisite: CHE 431, or concurrent enrollment.

CHE 433 Physiological Chemistry (4 Hrs.)

Physiological biochemistry, with emphasis on metabolic interpretation of normal and altered physio-

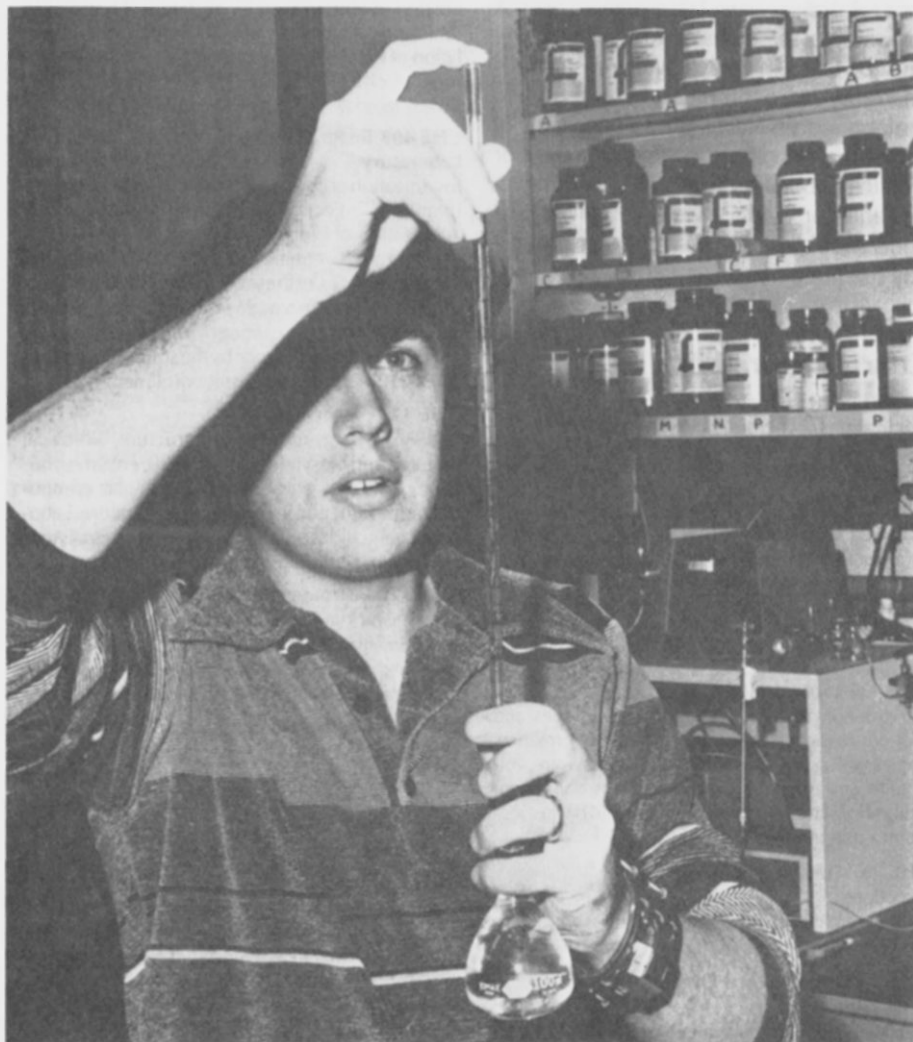
logic states of the human organism. Prerequisite: Organic chemistry. Anatomy and physiology recommended.

CHE 441 Pharmacology (4 Hrs.)

Study of absorption, metabolism and elimination of drugs by the body. The chemistry of classes of drugs and theories of receptor sites reviewed. Prerequisite: BIO 362, or organic chemistry.

CHE 465 Environmental Toxicology (4 Hrs.)

Study of effects of toxic chemicals on the environment. Included are sources, transport, chemical behavior and toxic mechanisms of environmental pollutants. Prerequisite: Organic chemistry or cell biology. See ENS 448.



Child, Family and Community Services

B.A. (60 Hrs.) M.A. (40 Hrs.)

Faculty — Rachell Anderson, Harry Berman, Caryl Moy, Christopher Narcisse, Michael Townsend, Don Yohe

Adjunct Faculty — Genia Crane, Daniel Detwiler, Carole Neland Esarey

The Bachelor's Degree

The child, family and community services program prepares students for professional service with individuals and with community systems, such as child-care programs, social service agencies and schools. Although settings may vary, program faculty believe that generic helping skills are similar.

In addition to professional preparation, students are expected to develop specific values, attitudes, knowledge and skills, especially in the program's core courses. In addition to the core curriculum, students are encouraged to enroll in other university courses that will provide them with as broad an education as possible.

Entrance Requirements

There are no entrance requirements beyond those for admission to the university.

Advising

Immediately upon entering, every student is assigned an adviser from among the CFC faculty.

If the student wishes to change advisers, transfers can be arranged using appropriate forms from the Office of Admissions and Records.

Communication Skills

The university, as well as the CFC program, is concerned about full development of a student's oral and written communication skills. Throughout the core curriculum, students are required to demonstrate the written and verbal communication skills that are essential in professional practice.

Completion of CFC 301 Concepts of Helping satisfies this university requirement. Written language skills screening is carried out at the beginning of CFC 301. Based on the results of this screening students may be required to take remedial course work to develop writing skills before receiving credit for CFC 301.

University Requirements

Students are required to complete a minimum of 12 semester hours of university requirements in the areas of liberal studies colloquia, public affairs colloquia and applied study. These hours must include at least four (4) hours in each of at least two (2) of these areas.

The CFC program requires that students complete an eight hour minimum field work requirement.

Field Work

Integration of the knowledge and skill portions of the program is provided through field work experience. Each student must complete a minimum of eight hours in approved field placements, either in the special advocacy sequence or in traditional social service agencies.

Field placements entail work in community social service agencies and generally require at least one and one-half days each week, including supervision (50 hours of field experience earns one credit hour). A student currently employed in a social service organization may earn a maximum of four hours of field work credit in that em-

ployment situation if some new aspect of service is represented and if the adviser approves.

Up to four credit hours of the field work requirement may be fulfilled by enrolling in CFC 369 and CFC 371, COPE I and II. COPE is a program in which students develop a one-to-one relationship with a troubled young person. A two-semester commitment is required.

Students choose field work placements with the approval of their advisers. They do not enroll in CFC 340 or 350 until they have registered in or have completed CFC 303.

Closure Procedures

Students must file a graduation contract with their adviser at the beginning of their final semester. In addition, all students are required to pass college-level state and national constitution exams. *Students are urged to consult with their adviser prior to registration for the last semester to ensure that university and program requirements have been met.*

Program Requirements

For the B.A. degree, a candidate must complete the following requirements:

Core Curriculum

<i>Human Service Skills</i>	20 Hrs.
CFC 301 Concepts of Helping (4 Hrs.)	
CFC 303 Helping Skills (4 Hrs.)	
CFC 411 Social Research Methods (4 Hrs.)	
CFC 429 Group Dynamics (4 Hrs.)	
CFC 472 Ethics for Human Service Professionals (4 Hrs.)	
<i>Human Behavior and the Social Environment</i>	4 Hrs.
CFC 406 Human Behavior and the Social Environment (4 Hrs.)	
<i>Social Service Systems</i>	4 Hrs.
CFC 306 The Social Service System (4 Hrs.)	

<i>Field Work</i> (equivalent to AST credit)	8 Hrs.
CFC 340 Field Work I (2-6 Hrs.) (may substitute CFC 369 and CFC 371)	
CFC 350 Field Work II (2-6 Hrs.)	
Electives	20 Hrs.
University Requirements (Public Affairs/Liberal Studies Colloquia)	4 Hrs.
<i>Total</i>	60 Hrs.

For students seeking teacher certification through the TEP sequence, the following course substitutions have been approved: TEP 311 School and Community for CFC 306 The Social Service System; PSY 422 Child Development for CFC 406 Human Behavior and the Social Environment. In addition, because of the extensive experiential learning involved in student teaching, CFC 350 Field Work II is waived for TEP students.

The Master's Degree

The master's degree in child, family and community services is designed to provide advanced level professional training for students who already have had undergraduate education and/or experience in the human services.

The objective of the graduate curriculum is to provide all students with a core human services professions education while allowing flexibility for individual areas of study.

Entrance Requirements

Students must have a bachelor's degree with, ideally, a good liberal arts base. A student need not have majored in a human service program, but course work in the human services is helpful. Specific prerequisites are a helping skills/basic interviewing course comparable to CFC 303, a life-span human development course comparable to CFC 406, a professional human service ethics course comparable to CFC 472 and a research methods course compara-

ble to CFC 411. The student's adviser and other appropriate faculty assess all competencies.

The admission process includes review of transcripts, letters of recommendation and admission application. Application materials are available in the CFC program office and from the university's Office of Admissions and Records. Students may complete up to 12 hours of course work without formal admission. Degree candidates must meet prerequisites and admission requirements, and agree on a program of study with an adviser before continuing beyond 12 hours in the curriculum.

Areas of Study

Program majors are required to select an area of study within the field of child, family and community services. A coherent individualized plan of study is chosen in consultation with the academic adviser and totals at least 20 semester hours. Individual study areas provide program flexibility and help to address the diverse experiences and educational and career goals of individual students.

Some examples of areas of study include social service skills, family studies and social service administration. Recent graduates have also chosen study areas such as child welfare, family policy, and women and the social services. Courses may be from CFC, as well as from other relevant programs, and should be selected with careful advising consultation.

Grading Policy

Graduate students must earn a B average in all required courses and all other courses.

Master's Project

A master's project is required of all graduate majors. This project may focus on a practice issue, an empirical study, a social action issue or a social policy review. Guidelines for the project are available from the program upon request.

Internship

The internship is designed to provide an opportunity for students to integrate knowledge and skills gained in course work with direct practice. A professional training internship consists of intensive work experience in a social service environment, with 100 work hours equal to one internship credit hour.

Students with three years full-time experience in social services may, in consultation with their academic adviser, petition to substitute four hours of regular course work for the internship course. CFC students wishing to qualify for membership in the American Association of Marriage and Family Therapists should register for CFC 588 Practicum in Family Therapy rather than CFC 550 Internship.

Program Requirements

The master's program requires 40 hours of graduate-level courses.

Core Requirements

CFC 511 Social Policy/Social Services	4 Hrs.
CFC 512 Psychosocial Dysfunction	4 Hrs.
CFC 513 Social Action and the Helping Professions	4 Hrs.
CFC 520 Master's Project Seminar	4 Hrs.
CFC 550 Internship	4 Hrs.

Area of Study

A combination of courses selected in consultation with the adviser to meet the student's educational and professional goals.	<u>20 Hrs.</u>
<i>Total</i>	<u>40 Hrs.</u>

Examples of Areas of Study*

<i>Social Service Skills</i>	
CFC 423 Counseling Women	4 Hrs.
CFC 427 Case Assessment and the Process of Change	4 Hrs.
CFC 429 Group Dynamics	4 Hrs.
CFC 521 Advanced Interviewing and Intervention	4 Hrs.
CFC 567 Sexual Counseling	<u>4 Hrs.</u>
<i>Total</i>	<u>20 Hrs.</u>

Social Service Administration

ACC 505 Financial Management for Nonprofit Organizations	4 Hrs.
CFC 481 Social Service Administration	4 Hrs.
CFC 484 Introduction to Nonprofit Management	2 Hrs.
CAM 508 Marketing for Nonprofit Organizations	4 Hrs.
LES 486 Legal Aspects of Nonprofit Organization Management	2 Hrs.
MGT 431 Human Resource Management	4 Hrs.
Total	20 Hrs.

*Family Studies***

CFC 456 Human Sexuality	4 Hrs.
CFC 467 Family Dynamics	4 Hrs.
CFC 552 Child Psychopathology and Therapy	4 Hrs.
CFC 558 Theories of Family Therapy	4 Hrs.
CFC 559 Advanced Family Therapy	4 Hrs.
Total	20 Hrs.

*Areas of study are individually planned in consultation with the adviser. These examples illustrate possible plans of study. Additional courses beyond 20 hours may be necessary depending upon the student's professional and educational goals. Appropriate advising will be provided.

**Students who are pursuing or have completed the M.A. degree may qualify for membership in the American Association of Marriage and Family Therapists (AAMFT) by carefully planning an extended individual course of study which builds on courses such as those illustrated for a family studies area. This opportunity would involve additional preparation beyond the M.A. degree. Information and advising are provided through the program.



Course Descriptions

Core Courses (Undergraduate)

CFC 301 Concepts of Helping (4 Hrs.)
Development of interpersonal communication with emphasis on skills that facilitate helping and convey empathy. Consideration of alternative kinds of help, qualities of helpers, distinctions between personal and professional relationships, aspects of relationship building, ethical issues, obstacles and

role/value conflicts. Provides a conceptual framework for the follow-up course, CFC 303 Helping Skills. Satisfies the university communication skills requirement.

CFC 303 Helping Skills (4 Hrs.)
Continuation of CFC 301; how to build, maintain, and terminate helping relationships and how to cope with obstacles to effective helping. Behavioral characteristics, effective helping, basic interviewing skills, problem-solving processes, helping strategies and appropriate self-disclosure. Focus is on learning and demonstrating skills. In each session new skills are introduced, modeled and practiced. Prerequisite: CFC 301.

CFC 306 The Social Service System (4 Hrs.)
Relationship between community-provided structures for meeting needs and the societal groups they are designed to serve. Students survey community helping services through observation and classroom experience.

CFC 340 Field Work I (2-6 Hrs.)
Basic program component where student applies class learning to service in approved community agency. Regular supervision and class attendance required. Approximately 50 hours of direct service earns one credit hour. A total of eight semester hours must be earned in CFC 340 and 350. Prerequisite: CFC 303, or concurrent enrollment.

CFC 350 Field Work II (2-6 Hrs.)
Continuation of CFC 340. Seminar attendance required. A total of eight hours must be earned in CFC 340 and 350. Prerequisite: At least two hours in CFC 340.

CFC 406 Human Behavior and the Social Environment (4 Hrs.)
An introduction to biological, psychological and social aspects of development over the life course with emphasis on practice implications.

CFC 411 Social Research Methods (4 Hrs.)
Firsthand experience carrying out small-scale research projects in areas of personal interest: ethics in social research, formulating research questions, survey and experimental design, interviewing, sampling, direct observation, content analysis, evaluation research and critiques of social science methods. See SOA 411.

CFC 429 Group Dynamics (4 Hrs.)
Basic group dynamics such as tasks, composition, and leadership patterns; implications of these principles for group counseling and education.

CFC 472 Ethics for Human Service Professionals (4 Hrs.)
Evaluation of role and attributes of the professional helper. Examines realities of the helping professions and prepares students for entry into those profes-

sions. Generally taken last semester of undergraduate study. Prerequisite: Field work, or concurrent enrollment.

Core Courses (Graduate)

CFC 511 Social Policy/Social Services (4 Hrs.)

In-depth understanding of the U.S. human services system, including historical and current view of the system, concepts of human causes and needs, idealized components of the delivery system, roles and conflicts of the human services professional and overview of required practice skills.

CFC 512 Psychosocial Dysfunction (4 Hrs.)

The three levels in which persons develop problems — intrapsychic, interpersonal or organizational — and the assessment skills needed to determine the reasons for these problems. Presents an initial understanding of how all levels may interact to cause a complicated knot and how a professional might assist in unraveling that knot.

CFC 513 Social Action and the Helping Professions (4 Hrs.)

History and legacy of past social activists and understanding of the relationship between major social problems and individual dysfunctions. Presents ways helping professionals in diverse settings engage in effective social action activities.

CFC 520 Master's Project Seminar (4 Hrs.)

Under faculty supervision students carry out a research or practice project which demonstrates skill at conceptualizing social phenomena, formulating a problem and designing a problem-solving process in the form of an approved project.

CFC 550 Internship (1-4 Hrs.)

Intensive direct service experience in a social service agency. Regular supervision required. Placement is developed with adviser; 100 hours of service earns one credit hour. Course is generally taken for two credit hours. Service time may be concurrent with classes or may be full time.

General Courses (Undergraduate)

CFC 360 Focus Series (2-4 Hrs.)

Series of seminars facilitated by CFC faculty. Subject areas relate to children, families and communities. Each series focuses on a different topic. Open to public. May be repeated for a maximum of four hours, but a particular topic may not be repeated for credit.

CFC 361 Positive Parenting (4 Hrs.)

Exploration of principal issues which parents confront because of themselves, their children or the cultural situation. Primary emphasis is on the issues with some reading and discussion about "how to." Some historical perspective on family life, especially parenting.

CFC 369 COPE I (2 Hrs.)

First-semester advocacy experience in building a relationship with a troubled young person. Includes one and one-half hour team meeting each week. May be applied toward field work requirement.

CFC 371 COPE II (2 Hrs.)

Continuation of advocate relationship above. Includes one and one-half hour team meeting each week. May be applied toward field work requirement. Prerequisite: CFC 369.

General Courses (Undergraduate and Graduate)

All 400-level courses are general courses available at the undergraduate and graduate level. However, additional requirements and higher academic standards are expected of those enrolling for graduate credit. These are determined by the individual professor and monitored by the CFC Program Committee.

CFC 404 Childhood and Adolescence (4 Hrs.)

Bio-psycho-social development from birth through adolescence. Key aspects of human behavior, especially interaction of personal and social issues, as they result in choices.

CFC 405 Adulthood and Aging (4 Hrs.)

Psychology of adult development and aging with emphasis on theories, methodologies and research findings. Special emphasis given to understanding the experience of aging.

CFC 423 Counseling Women (4 Hrs.)

Specialized biological, psychological and social issues which affect women. Exploration of theoretical assumptions, counseling practices and process variables which may apply differently to or affect women in counseling therapy. Identification of skills facilitative to women in general and to particular sub-groups of women. Prerequisite: CFC 303. See HDC 423 and WMS 423.

CFC 424 Working with the Involuntary Client (2 Hrs.)

Agencies; philosophies, skills and input involved in social services for involuntary clients, including effects on workers as well as clients.

CFC 425 Alcoholism and Substance Abuse (4 Hrs.)

An introduction to the field of alcoholism and substance abuse. Topics include definitions, the physiological, psychological and sociological aspects of addiction, treatment issues, and prevention and education programs.

CFC 426 Radical Social Work (4 Hrs.)

Social work profession and the system maintenance function of social services in the context of U.S. socio-economic-political structure. Explores alter-

native strategies open to social workers committed to comprehensive assault on society's major social problems.

CFC 427 Case Assessment and the Process of Change (4 Hrs.)
 Skills and information necessary for diagnosis and formulation of a treatment plan; and the philosophy and process of change.

CFC 428 Family Violence (4 Hrs.)
 Violence in families and its relation to society. Includes child abuse and neglect, spouse abuse, and abuse and neglect of older persons.

CFC 431 The Unwanted Child (4 Hrs.)
 Basic problems of abuse, desertion, neglect; study of typical solutions to these problems. Emphasis on policy issues relating to vulnerable children.

CFC 432 Sociology of Families (4 Hrs.)
 Contemporary U.S. families in historical and cross-cultural contexts. Emphasizes varied family forms, work/family roles, political and policy questions, and selected public issues such as heterosexuality, inequality and abuse. See SOA 432 and WMS 432.

CFC 438 Children and the Law (4 Hrs.)
 Designed for the human services professional who deals with children and their families. Examines laws affecting the lives of children from birth to adulthood.

CFC 446 Family Law (4 Hrs.)
 Law that affects the family. Topics include divorce, domestic violence, illegitimacy, adoption, child support and custody, parental control, abuse and neglect laws, issues affecting the elderly, domestic law reform and the impact of the women's rights movement. See SOA 454, HDC 446, LES 446, WMS 446.

CFC 447 Street Work with Adolescents: Introduction to Community Outreach Work (4 Hrs.)
 Theories, techniques and models of working with troubled adolescents and their families. Studies ways neighborhood residents can organize and provide leadership for important community activities.

CFC 454 The History of the Family (4 Hrs.)
 The modern family in comparative and historical perspective. Selected themes — changing patterns of sexuality, high rate of divorce, shifting kinship relationships — explored historically to understand their present importance. See HIS 454 and WMS 454.

CFC 455 Marriage Myths and Models (4 Hrs.)
 Roles, communication, and expectations in the marital relationship. Involves reading, couples interviews, film presentations and special projects.

CFC 456 Human Sexuality (4 Hrs.)
 Knowledge and values concerning issues of human sexuality, with emphasis on sociological content, personal growth and professional development. Format includes lectures, film presentations and small-group discussions. See HDC 456, SOA 456, and WMS 456.

CFC 467 Family Dynamics (4 Hrs.)
 The cultural context of family life, differing individual dynamics, and their influence on relationships and growth.

CFC 481 Social Service Administration (4 Hrs.)
 Comprehensive introductory course surveying principles, methods and problems encountered by social/human services administrators. Suitable for graduate students and undergraduate seniors majoring in a human service program. Topics include social service formation and law, policy and boards, system components, administrator tasks and typical problems.

CFC 482 Aging and the Social Services (4 Hrs.)
 Process and condition of being aged, together with social services that operate to lessen problems of aging. Evaluation of services, attitudes and policies that inhibit or promote service delivery. See GER 482.

CFC 483 Retirement (4 Hrs.)
 Major psychological and social policy issues relating to retirement, including mandatory versus flexible retirement policies, early retirement trends and economics of aging. See GER 412.

CFC 484 Introduction to Nonprofit Management (2 Hrs.)
 An introduction to managing nonprofit organizations, including the history of nonprofit organizations, their role in society, the role of volunteers and philanthropy. See GER 484.

CFC 485 Classics of Children's Literature (4 Hrs.)
 Books children read before there was a "children's literature," as well as books written for children. Includes a social history of children and the family. See ENG 485.

General Courses (Graduate)

CFC 521 Advanced Interviewing and Intervention (4 Hrs.)
 The helping relationship, with emphasis on skill development. Recommended for students in human services who utilize therapeutic interviewing. Videotaping used. Prerequisite: CFC 303, or equivalent experience.

CFC 522 Helping Professions and the Law (4 Hrs.)
 Helping professions and the network of legal regulations and prescriptions. Study of legal responsi-

bility, malpractice, privacy, confidentiality, torts and licensure. Attention to recent changes in the law. See LES 522.

CFC 534 Introduction to Family Therapy (4 Hrs.)

Major techniques of family therapy, with emphasis on integration of theoretical constructs and therapeutic skills. Lecture, demonstration and laboratory learning approaches used. Students analyze a family system or present a project demonstrating comprehension. See HDC 534.

CFC 544 Staff Development and Supervision (4 Hrs.)

Training in and background understanding of personnel issues, staff development models and principles of direct supervision. See HDC 544 and ADP 513.

CFC 551 Principles and Techniques of Child Therapy (4 Hrs.)

Consideration of recent thinking and research about child therapy. Surveys techniques recommended for treatment of disorders classified as intrapersonal, situational and crisis. Diagnosis of disorders emphasized.

CFC 552 Child Psychopathology and Therapy (4 Hrs.)

Recognition and definition of clinical problems of childhood. Students learn how to disclose clinical results, prescribe treatment approaches and outline theoretical positions based upon research findings.

CFC 556 Play Therapy: Comparative Approaches (4 Hrs.)

Play therapy in treatment of children with severe handicaps, such as transient developmental adjustment difficulties. Examination of divergent theoretical models upon which play therapy is founded.

CFC 558 Theories of Family Therapy (4 Hrs.)

Theories and models of family therapy, emphasizing integration of issues relating to family treatment with systems theory. Family therapy issues will be compared across treatment models. Students read extensively in one or more approaches and make class presentations. Prerequisite: CFC 534, or HDC 534, or equivalent. See HDC 558.

CFC 559 Advanced Family Therapy (4 Hrs.)

For advanced students interested in specializing in family counseling techniques. Students develop and implement family treatment plans in actual and/or simulated family systems and must be able to articulate at least two major family counseling approaches. Prerequisite: CFC 534, or HDC 434, or equivalent. See HDC 559 and PSY 559.

CFC 567 Sexual Counseling (4 Hrs.)

Problems in sexual functioning and some therapeutic methods available for change. Prerequisite: College-level course in human sexuality, or permission of instructor. See HDC 567.

CFC 568 Psychology of Aging (4 Hrs.)

Foundation in psychology of adult development and aging, with emphasis on theories, methodologies and research findings. Focus on cognitive, social, psychological and mental health aspects of aging. See GER 502.

CFC 576 Community Organization: Theory and Models (4 Hrs.)

Sets of organizing tactics that can consistently contribute to successful strategies for social change. Reviews divergent thematic approaches and examines actual case studies to evaluate their validity and effectiveness.

CFC 579 Seminar on Social Change (4 Hrs.)

Historical, theoretical and practical examination of processes intended to create change at the macro-level in society. Contemporary social movements and their ideology are examined as to impact and potential for change in the social order.

CFC 581 Adult Development and Aging (4 Hrs.)

Recent contributions to the understanding of adult development and aging that draw on psychoanalytic concepts. These include the formation of sexual identity, ego development over the life course, mid-life crisis in men and women, late onset psychopathology and successful aging. Reading and critiquing of original sources emphasized. See GER 581.

CFC 588 Professional Experience: Practicum in Family Therapy (6 Hrs.)

Focuses on the use of therapeutic knowledge and skills with families. Successful completion of the course depends upon demonstration of competencies considered essential for the professional building a career in the field of family therapy. Prerequisites: HDC 558 Theories of Family Counseling and HDC 559/CFC 559 Advanced Family Therapy. (HDC majors must also have completed the following counseling courses before enrolling in this course: HDC 501, HDC 502, HDC 503 and HDC 504. Applications should be submitted to the HDC Professional Experience Coordinator prior to the deadline published each semester. An applicant should be familiar with the program policy on professional experience and accreditation and consult with his/her adviser prior to selecting this course. Registration is limited and a waiting list is maintained. This course may be counted toward subsequent certification in AAMFT.) See HDC 588.

Communication

B.A. (60 Hrs.) M.A. (40 Hrs.)

Faculty — Mary Bohlen, J. Michael Duvall, Diane Krider, Scott Marshall, Henry Nicholson, Ray Schroeder, Larry Smith

Associated Faculty — Judy Everson, David Hilligoss, Bill Miller, Judy Shereikis, Larry Shiner, Miles D. Woken

The communication program is concerned with the exchange of symbolic messages, how that exchange may be hindered or facilitated and how it affects groups and individuals. Courses offer students opportunities to improve their skills in writing, speaking and understanding the messages of others in interpersonal, organizational and public contexts. The courses also provide a detailed understanding of the role of communication in human affairs. To accomplish these goals, the curriculum addresses the theoretical, critical and technical aspects of communication.

The Bachelor's Degree

The undergraduate program in communication has three main objectives: to instruct the student in general communication theory and technology, to provide the student with an opportunity for more intensive study in a specific area of communication and to insure that the communication graduate is capable of applying knowledge of general communication theory and technology to specific social problems. The baccalaureate curriculum covers three topical areas: meaning systems, interpersonal/organizational systems and mass media systems.

Entrance Requirements

Requirements for admission to the program as a candidate for the bachelor of arts degree are identical with general university requirements.

Advising

The program works with new students in planning courses of study. Based on in-

structors' assessments of writing ability in required courses, advisers may require advisees to take remedial courses. Generally, advisers assist students in developing personal programs of study and in identifying all necessary requirements.

Credit for Prior Learning

Students with extensive life or work experience in some area of communication may apply for academic credit through credit for prior learning. The communication program awards such credit in each of its three topical areas (meaning systems, interpersonal/organizational systems and mass media systems) through COM 401, COM 431 and COM 451. Prior learning credit is not awarded for specific program courses. The program will award a maximum of four hours of credit for prior experiential learning in any one topic area and a maximum of 12 hours of such credit to any student.

Credit/No Credit

Communication majors may not take any COM course on a credit/no credit basis.

Course Repetition

Communication courses numbered 491-498 (experimental courses listed in the course schedule only) may be taken for credit more than once provided the course topic is different each time. No more than eight semester hours of credit for COM 499 (tutorials) will be accepted for the degree. All other communication courses may be repeated for grade improvement only once. No communication course may be repeated for additional credit.

University Requirements

Students are required to complete a minimum of 12 semester hours of university requirements in the areas of liberal studies colloquia, public affairs colloquia and applied study. These hours must include at least four (4) hours in each of at least two (2) of these areas.

Program Requirements

At the bachelor's level, candidates must satisfy general university requirements and also complete 32 hours in communication courses. All undergraduate students are required to complete COM 301 Introduction to Meaning Systems, COM 302 Introduction to Interpersonal/Organizational Systems and COM 303 Introduction to Mass Media Systems; at least 12 hours of course work in one of the program's three topical areas (in addition to COM 301, COM 302, or COM 303); at least 8 additional hours in any other topical area(s); and 16 hours of electives. COM 301, 302 and 303 must be taken prior to or concurrent with any other course work in their respective curricular areas.

Requirements

COM 301 Introduction to Meaning Systems	4 Hrs.
COM 302 Introduction to Interpersonal/Organizational Systems	4 Hrs.
COM 303 Introduction to Mass Media Systems	4 Hrs.
Communication emphasis requirements (primary topical area)	12 Hrs.
Communication distribution requirements (from area(s) other than emphasis)	8 Hrs.
University Requirements	12 Hrs.

Electives (at least eight hours of which must be other than communication courses)	<u>16 Hrs.</u>
Total	60 Hrs.

Course Offerings

In addition to regular course offerings, the communication program gives students the opportunity to design tutorials for subjects not covered in the curriculum, provided a willing faculty member with expertise agrees to serve as tutorial director.

Cross-listed courses from other programs may be used as part of the 32-hour major; examples appear at the end of the communication course descriptions. No more than eight credit hours of cross-listed courses may be used as part of a student's concentration.

The Master's Degree

The graduate program in communication has two main objectives: to guide students in an intensive exploration of the structure and function of human communication and to educate students in the methods and theory of communication inquiry. The graduate curriculum regularly covers three areas of study: meaning systems, interpersonal/organizational systems and mass media systems.

The graduate program is distinct and separate from the undergraduate program, although 400-level courses are open to both B.A. and M.A. candidates. Graduate students enrolled in 400-level courses should expect more stringent grading standards and more assignments (and perhaps differently structured assignments) than undergraduates enrolled in the same courses.

Entrance Requirements

For admission to the master of arts program, the student must have a bachelor's degree or equivalent. The program reserves the right to require additional course work where deficiencies are indicated.

Advising

Each new graduate student should consult with a faculty adviser prior to initial reg-

istration. Advisers help students develop a course of study based on program requirements and on a student's personal interests.

Advisers typically work with students, shortly after matriculation, to plan a graduate course of study based on the students' goals.

Credit for Prior Learning

Communication students with extensive life or work experience in some area of communication may apply for academic credit through credit for prior learning. The communication program awards such credit in each of its three topical areas (meaning systems, interpersonal/organizational systems and mass media systems) through COM 401, COM 431 and COM 451. Prior learning credit is not awarded for specific program courses. The program will award a maximum of four hours of credit for prior experiential learning in any one topic area and a maximum of 12 hours of such credit to any student.

Grading Policy

No grade below B- in a communication course may be applied toward the degree. Communication courses may not be taken on a credit/no credit basis.

Course Repetition

Communication courses numbered 491-498 and 591-598 (experimental courses listed in the course schedule only) may be taken for credit more than once provided the course topic is different each time. No more than six semester hours of credit for COM 599 (tutorials) will be accepted for the degree. COM 501 Thesis and COM 502 Project may be enrolled in only once. All other communication courses may be repeated for grade improvement only once.

Required Courses

Students must complete program-required courses (COM 501 or 502, COM 504, COM 506) in order to graduate. No

waivers are offered. Courses with a 300 number that advisers require of graduate students as prerequisites must be passed with a minimum grade of B-. Hours so earned may not be counted toward the graduate degree.

Program Requirements

All master's degree candidates are required to complete four semester hours of public affairs colloquia. In addition, all communication M.A. candidates are required to complete at least 36 hours of graduate study in communication including COM 501 Thesis or COM 502 Project, COM 504 Introduction to Graduate Study in Communication, COM 506 Research Methods in Communication and at least three 500-level graduate seminars.

No more than eight semester hours of COM courses may be taken prior to taking COM 504. One may not register for COM 501 Thesis or COM 502 Project until he/she has registered for COM 506. At least 12 semester hours of course work, including at least eight semester hours of seminars, must be in the student's area of concentration.

Requirements

COM 504 Introduction to Graduate Study in	
Communication	4 Hrs.
COM 506 Research Methods in	
Communication	4 Hrs.
500-level graduate seminars	12 Hrs.
Graduate level COM courses	12 Hrs.
Public Affairs Colloquia	4 Hrs.
COM 501 Thesis or	
COM 502 Project	4 Hrs.
Total	40 Hrs.

Additional courses may be required by the adviser, with program approval, in order to meet deficiencies. COM 599 credit may not be used to satisfy the 500-level seminar requirement.

Program policies and guidelines for the thesis or project may be obtained from faculty advisers.

Course Offerings

In addition to regular course offerings, the communication program gives students the opportunity to design tutorials for subjects not covered in the curriculum, provided a willing faculty member with appropriate expertise agrees to serve as tutorial director.

Courses from other programs may be accepted for the program major; examples are given at the end of the communication course descriptions.



Course Descriptions

Required Courses (Undergraduate)

COM 301 Introduction to Meaning Systems (4 Hrs.)

Introduction to the basic literature of semiotics and an examination of how people create meaning with signs and use signs to communicate.

COM 302 Introduction to Interpersonal/Organizational Systems (4 Hrs.)

Fundamental theories and concepts in interpersonal and organizational communication. Specific theories of how humans establish meaning systems and form communication relationships.

COM 303 Introduction to Mass Media Systems (4 Hrs.)

Introduction to mass media, including theory, history and tradition, structure and function, controls on the media, technology, ethical and legal issues, and the future.

Required Courses (Graduate)

COM 501 Thesis (4 Hrs.)

Research-based exploration of a topic approved by thesis committee. Students should consult with their adviser during their first semester in residence for program guidelines. Course completion fulfills the university master's project requirement.

COM 502 Project (4 Hrs.)

Production of a major project selected with approval of project committee. Students should consult their adviser during first semester in residence for program guidelines.

COM 504 Introduction to Graduate Study in Communication (4 Hrs.)

An examination of the literature with which graduate communication students should be familiar, especially that which explores the nature of theory and the three major divisions of human communication: message creation, transmission and interpretation.

COM 506 Research Methods in Communication (4 Hrs.)

A detailed examination of research methods used in the communication discipline, including introduction to descriptive and inferential statistics commonly used in communication research. Methods examined include content, network and interaction analysis as well as survey and experimental designs.

Meaning Systems

COM 335 Commercial: The Hidden Messages (4 Hrs.)

Television commercials are examined for persuasive strategies and techniques used in reaching targeted audiences. Special attention is given to hidden messages and subconscious appeals.

COM 341 Linguistics (4 Hrs.)

How humans produce and use language, including phonology, syntax, semantics and pragmatics. Comparison with natural and artificial animal languages considered.

COM 342 Broadcasting in American Society (4 Hrs.)

Brief history of broadcasting; non-technical discussion of UHF, VHF, AM, FM and cable transmission-reception, programming trends, commercial and non-commercial broadcasting, regulation and responsibility of broadcasters, impact on society and children's programming.

COM 401 General Communication and Language Theory: Practicum (1-4 Hrs.)

Experiential learning in meaning systems.

COM 404 Media Law (4 Hrs.)

Legal privileges and limitations primarily affecting those who work in the media. Includes examination of free press and fair trial, obscenity, libel, right of privacy, access to the media, access for the media, contempt of court and advertising law. See PAR 404.

COM 412 Language Acquisition (4 Hrs.)

Language acquisition in infants and its development through acquisition of writing skills at grade-school age. Major focus on comparison of spoken and written communication, as well as on writing readiness of children.

COM 415 Psycholinguistics (4 Hrs.)

Psychology of spoken and written language. Major topics are psychology of language acquisition in children, linguistic competence and performance, biological and social content of language and language as behavior.

COM 417 Sign/Symbol Systems in Communication (4 Hrs.)

History and development of sign/symbol process that humans use for communication. Oral, written

and printed signs/symbols are central concern, but other systems, such as music, architecture and food, also studied.

COM 425 Intercultural Communication (4 Hrs.)
Analysis of the impact of cultural diversity on the communication process. Examines American sub-cultures and cultures throughout the world. Emphasis on applying theory to the understanding of cultures.

COM 428 Nonverbal Communication (4 Hrs.)
How personal symbols (clothes, gesture, etc.) and public symbols (space, time) convey meaning; problems arising from differing interpretations of these symbols.

COM 438 Analyzing Communication Processes (4 Hrs.)
Analysis techniques as they apply to study of human communication behavior. Discussion and application of knowledge-generating techniques are grounded in real communication situations. Familiarity with methods presented allows students to interpret and criticize communication research studies.

COM 465 Interviewing (2 or 4 Hrs.)
Interviewing and its various purposes in communication settings. Practical and theoretical approaches.

COM 468 Persuasion (4 Hrs.)
Theories and techniques involving attitudinal and behavioral change. Students analyze historical and current examples of propaganda and persuasion.

COM 511 Semiotics (4 Hrs.)
The sign is examined as the basic unit in human communication. Primate language included. Readings in Pierce, Morris, Saussure and Eco.

COM 514 History of Communication (4 Hrs.)
Begins with genesis of language and progresses through alphabet, printing press, electronic communication and computer technology. Taught from primary sources. Examines the impact each stage of major communication development has had and how it has restructured human communication. (Permission of instructor required for undergraduates.)

COM 516 Communication Theory (4 Hrs.)
In-depth study of current major theories of communication, their differences, their values and their shortcomings.

COM 528 Meaning and Social Structure (4 Hrs.)
Examination of coding and meaning theories in order to understand similarities and differences in individual interpretation of words, symbols, events and interaction. Includes exploration of connections in language structure, individual thinking and social structure.

Interpersonal/Organizational Systems
(Note: COM 335, COM 428, COM 436, COM 468, COM 516 and COM 528 are also included in this topical area.)

COM 362 Introduction to Public Relations (4 Hrs.)
Introduction to the theory and methods of public relations. Emphasis on effective written communication, including news releases, broadcast announcements, speeches, reports, letters and newsletter copy. Grammar and journalistic style studied.

COM 367 Public Speaking (4 Hrs.)
Performance course preparing for formal and informal speaking situations. Argumentation and debate strategies studied for practical application, with some focus on legislative and courtroom dialogue. Videotaping used.

COM 421 Interpersonal Communication (4 Hrs.)
Analysis of communication at the individual level including extended examination of informational, perceptual and prediction processes that lead to successful communication. Includes role and personality as factors that affect the communication process and techniques for improving communication ability. Interpersonal communication theories compared and evaluated.

COM 423 Gender and Communication (4 Hrs.)
Examines the differences men and women exhibit in communication style, tone, vocabulary, intent and meaning. The causes of these differences and their ramifications will be discussed. Historical and contemporary writings on the subject will be used as a base for interpreting personal observations and experiences.

COM 431 Interpersonal/Organizational Systems: Practicum (1-4 Hrs.)
Experiential learning in interpersonal/organizational systems.

COM 461 Public Relations Theory and Practice (4 Hrs.)
Analysis of and practice in the most effective methods for creating and exchanging ideas within private and public organizations. Examination of the theories of public relations and of the media as implementation tools. Prerequisite: COM 362, or permission of instructor.

COM 462 Writing for Public Relations (4 Hrs.)
Intensive study of the most effective methods for written public relations communication. Students write news releases, broadcast announcements, letters, speeches and newsletter copy, as well as work on grammar and journalistic style. Prerequisite: COM 362, or permission of instructor.

COM 463 Organizational Communication (4 Hrs.)
Major communication functions in organizations

and person-to-organization relationships. Includes analysis of interaction between organizational structures, message forms and flows, channel effects and personal behavior.

COM 464 Conflict Management (4 Hrs.)

Role and effect of conflict on interpersonal, group and organizational relationships and social movements. Theoretical and practical applications seek to foster success in conflict resolution.

COM 562 Public Relations in Organizations (4 Hrs.)

Advanced study of public relations in organizations. Examination of problems involved in designing and implementing a public relations campaign with emphasis on communicating within and outside different organizations. Examination of and participation in empirical research on public relations and organizational communication.

Mass Media Systems

(Note: COM 309, COM 335, COM 342, COM 404 and COM 516 — all described above — also are included in this topical area.)

COM 312 News Gathering and Writing (4 Hrs.)

Techniques involved in interviewing, reporting and writing. Weekly in-class news story assignments.

COM 315 Photography I (4 Hrs.)

Basic competencies in terminology and operation of 35mm cameras, processing black-and-white film and printmaking. Students assist in formulating photographic philosophy through examination of their own work and through the works and thoughts of professional photographers. Camera (35mm) with adjustable focus, variable aperture settings, manually operable multiple shutter speeds and "normal" or medium-short focus lens required. Students must purchase own supplies. See ART 315.

COM 344 Radio Production (4 Hrs.)

Introduction to theory and techniques used in radio broadcasting. Students study techniques of recording, editing, microphone placement and announcing. Media theory is applied in various production assignments. Audio techniques learned are applicable to the audio process used in video production.

COM 351 Communication Technologies (4 Hrs.)

Present and developing communication technologies and their impact on our lives. Student explore the nature of electronic (computer, video and audio) and print-optical (film) technologies, systems and networks, as well as the future of these systems and technologies in our society.

COM 352 Basic Video Production (4 Hrs.)

Theory, techniques and equipment used in video

production with emphasis on methods of camera operation and directing techniques through regular production assignments.

COM 403 Feature Article (4 Hrs.)

Examination and utilization of feature writing techniques. Weekly feature article assignments. Publication encouraged but not required.

COM 405 Editing (4 Hrs.)

Examination of the editing process as it relates to newspapers, magazines, public relations work and other publications. Study of journalistic style, grammar review, concise writing, legal and ethical issues of editing, and design fundamentals.

COM 406 Photography II (4 Hrs.)

Extension, development and continuation of studies in black-and-white photography. Students should be increasingly able to generate their own ideas about the medium and work toward the production of a personal body of work. Expanded film and print manipulations, including solarization, sandwiched images, collage and hand coloring. Prerequisite: COM 315. Students must purchase own supplies. See ART 406.

COM 436 Publication Design (4 Hrs.)

Basic skills and elements of publication design. Includes layout and paste-up skills. Emphasis on aesthetic development. Helpful to those who wish to design and publish posters, brochures and other printed matter. Students must purchase own supplies. See ART 436.

COM 441 Mass Media — Theory and Practice (2 Hrs.)

Social effects of the media and how societal changes, in turn, affect the media; new media technologies; and in-depth research study of relationship between media and government. See PAR 441.

COM 442 Broadcast Programming (4 Hrs.)

Theories and techniques of programming strategies used for radio, television and cable. Topics include program formats, network lineups, independent station positioning, methods of audience research and evaluating ratings and shares.

COM 443 Media Ethics (4 Hrs.)

Ethical considerations involved in media practices and procedures. Includes a discussion of media junkets, codes of ethics, privacy considerations, news judgment and audience access. Legal as well as ethical issues examined.

COM 444 Advanced News Gathering and Writing (4 Hrs.)

In-depth examination of news reporting and writing, including experience with different journalistic "beats" and discussion of media issues. Typing skills required. Prerequisite: COM 312, or equivalent.

COM 445 Journalism for the Electronic Media (4 Hrs.)

Tools and techniques of professional media journalists, news writing and reporting style, and ethical and legal responsibilities. Final paper required. Students write and produce news and documentary pieces.

COM 446 Broadcast Management and Regulation (4 Hrs.)

Basics of broadcast management pertaining to operations, personnel, advertising, sales and promotions. The Federal Communications Commission is studied in regard to its rules, regulations and policies.

COM 448 Advertising (4 Hrs.)

Theoretical and creative processes in media advertising. Students receive basic orientation not only to economic aspects of advertising but also to creative processes. Students develop advertising campaigns within the context of the advertising environment.

COM 451 Mass Media Systems: Practicum (1-4 Hrs.)

Experiential learning in mass media systems.

COM 453 Video Production (4 Hrs.)

The development of technical skills as artistic tools through an examination of visualization and sequencing theory. Remote production and editing techniques are explored in actual production situations, along with analysis of the creative processes of videography and lighting. Prerequisite: COM 352.

COM 454 Documentary Production (4 Hrs.)

Aesthetic and creative elements of video production are studied through the history and impact of film and video documentaries. Students will produce their own documentary programs. Prerequisite: COM 453.

COM 455 Instructional Media (4 Hrs.)

Tools and techniques of media production for instructional/classroom purposes. Includes survey of electronic and film formats, including audio, video, still and motion picture films, and computer-aided instruction. Students given opportunity to develop instructional segments using various selected media.

COM 456 Advanced Video Production (4 Hrs.)

An opportunity for the student to show the culmination of his/her skills and thought processes through the development of a major video project. The student will combine the theoretical, technical and creative aspects of video production on an individual basis and provide an analysis of the methods and techniques used. Prerequisite: COM 453 and permission of instructor.

COM 457 Scripting, Producing, Directing (4 Hrs.)

Study of the theoretical and practical aspects of the research, design and structure of film and video pro-

grams. Topics include fiction and nonfiction, research, structure, formats, writing narration and dialogue, visualization, staging and interviewing.

COM 480 Studies in the Art of the Film (4 Hrs.)

In-depth exploration of a particular film genre, the cinema of a nation or the work of a particular director. Topics may be Italian cinema, French cinema, the Western, Orson Welles, Federico Fellini or others. May be repeated for an indefinite number of hours, but topic must differ.

COM 531 Myth and Mass Media (4 Hrs.)

Study of mythic structure and function in general, and American myth in particular, and the intimate connections of the mass media industry and its programming to myth.

COM 535 Narrative in Fiction and Film (4 Hrs.)

Features common to stories (structure, theme, point of view, character) studied from the perspective of semiotics. Examples drawn from contemporary fiction, history, film, and television, as well as traditional oral culture (myth, religion, folk tale).

COM 541 New Technologies in Electronic Media (4 Hrs.)

Seminar on new and emerging technologies and systems in electronic media: hardware, software and societal impact.

COM 543 Media Aesthetics (4 Hrs.)

A seminar in the basic aesthetic elements and principles of sight, sound and motion in film/ video and their uses for effective communication.

COM 545 Interactive/Multimedia Technologies (4 Hrs.)

An in-depth study of current and emerging technologies used to provide training and enhance education. Topics include the theories, design concepts and applications of such technologies as non-linear video, computer graphics and presentations, and interactive video.

COM 547 Media Issues (4 Hrs.)

An in-depth look at the media, focusing on such contemporary concerns as governmental interference with a free press, the media's responsibility in society, pressures on the media, recent trends in broadcasting print journalism and evaluation of media performance. (Permission of instructor required for undergraduates.)

COM 551 Telecommunications in Education (4 Hrs.)

Educational telecommunications delivery systems and their utilization. Analysis of alternative approaches to meeting objectives in education, business and industry. Evaluation of program materials and learning units incorporating television, radio, telephone, computers and other media. Introduction to instructional design.

COM 555 Women and Media (4 Hrs.)

Seminar exploring the role of women in the media today. Examines women as participants in the media business and as subjects of the media and the impact of both on society.

Individualized Study

COM 499 Tutorial (1-4 Hrs.)

Specialized instruction; individuals or small groups of students may arrange for special courses on otherwise unavailable topics, subject to availability of instructor.

COM 599 Tutorial (1-4 Hrs.)

Specialized instruction; graduate students may ar-

range for special courses on otherwise unavailable topics, subject to availability of instructor.

The following courses are accepted for the communication major. Through petition to the program committee, the student and adviser may obtain approval for other courses in the university curriculum.

ENG 465 History of the English Language

ENG 476 Storytelling

MGT 462 Managerial Communication in Public Relations

MGT 463 Report Writing for Managers



Community Arts Management

M.A. (42 Hrs.)

Program Faculty — Joan Lolmaugh

Associated Faculty — Ina Robertson, Larry Shiner, Donald F. Stanhope

Adjunct Faculty — H. Brent DeLand Jr., John Dale Kennedy, Richard Schuldt, Kent Smith

The community arts management program emphasizes the skills and knowledge appropriate to management of multi-arts organizations such as community and state arts agencies and arts centers. The program is based on the assumption that an arts administrator is one who possesses not only general management and planning skills but also knowledge and skills specifically pertinent to the arts, including awareness of art forms; ability to examine aesthetic issues and make aesthetic decisions; understanding of the similarities and differences between producing and distributing an aesthetic product and an industrial one; familiarity with nonprofit and government management systems; knowledge of strategies for increasing earned income, membership, and volunteer support; and knowledge of funding sources.

Although the program focuses upon management of multi-arts organizations, acquired competencies have also enabled graduates to pursue careers in orchestra, theater, museum and dance company management.

Entrance Requirements

The program prefers that applicants have academic or experiential background in the arts. At least two years' work experience (not necessarily in the arts) is an important consideration for entry to the program. Written, spoken and aural communication skills must also be demonstrated. Enrollment is selective; a maximum of 15 students

is admitted each year. Limited enrollment allows each program participant to benefit from continuous individual counseling.

In addition to completing the standard university application forms for admission to graduate study, students desiring admission to the community arts management program need to complete a specific program application process. Directions and forms are available from the community arts management program.

Grading Policy

If balanced by an equal number of hours of A, a maximum of eight hours of C is applicable toward the master's degree. A or B work is required for degree credit in any CAM-prefix course.

Program Requirements

Students should plan to complete the degree program in two full years. The program offers two options.

In the first option, the first three semesters — consisting of course work and local internships — are spent in Springfield. During the fourth semester of the program, students participate in a field experience that may be a full time, ongoing paid position or a position particularly designed for the student. During this semester, guidelines developed by the program describe the monitoring process and the final written report or product.

In the second option, two additional internships and a project paper replace the field experience.

Students are also required to write a master's project paper as part of CAM 574 Master's Project. This paper is reviewed by a faculty committee established in accordance with university regulations.

Special Program Features

The CAM program has been designed to ensure a balance of theory and practical work experience that stimulates inquiry, self-criticism, learning and growth.

With the counsel and approval of faculty, students choose an arts organization — such as the Illinois State Museum, Springfield Art Association, Springfield Theatre Centre, Springfield Ballet, Springfield Symphony, SSU Auditorium, Springfield Area Arts Council, the Illinois Arts Council or the Missouri Arts Council — with which to work eight hours per week. From the inception of their course of study in the program, students have the opportunity to increase their skills, to observe the working dynamics of arts organizations and to compare management experiences within an academic setting.

The CAM program offers three paid internship opportunities with the SSU Auditorium, the university's performing arts center. Two additional paid internships are available with nonprofit arts organizations through grants from the Springfield Area Arts Council.

Course Requirements

To satisfy requirements for the master of arts degree in the three semester resident/one semester field experience format, students must complete the following CAM courses:

CAM 486 Legal Aspects of Nonprofit Organization Management	2 Hrs.
CAM 504 Arts Administration	4 Hrs.
CAM 506 Public Policy and the Arts	4 Hrs.
CAM 508 Marketing for Non- profit Organizations	4 Hrs.
CAM 509 Fund Raising and Re-	

source Development	2 Hrs.
CAM 512 Research Methods	2 Hrs.
CAM 521 Internship I	2 Hrs.
CAM 571 Field Experience or	6 Hrs.
CAM 523 Internship III	2 Hrs.
and	
CAM 524 Internship IV	4 Hrs.
CAM 574 Master's Project	4 Hrs.
Total	30 Hrs.

All students must also complete one of the following four-hour credit courses: CAM 531 Performing Arts Management, CAM 532 Museum/Art Center Management, ADP 502 Organization Dynamics, or COM 463 Organizational Communication.*

All students must also complete the following support courses or demonstrate competency in their subject matter:

ACC 505 Financial Management for Nonprofit Organizations	4 Hrs.
PHI 432 Philosophy of Art*	4 Hrs.
Total	42 Hrs.

An additional program requirement is demonstrated knowledge of computers that specifically addresses ways in which computers are applicable to the functioning of arts organizations. For those who do not have such skills, CSC 317 Software Packages is recommended.

At the discretion of the program, required and support courses listed may be waived and other courses substituted in consideration of student background and learning needs. Such waivers do not reduce the total number of hours specified by the program.

*Graduate students enrolled in 400-level courses will be required to perform at a higher level than undergraduates.



Course Descriptions

CAM 483 Arts and Education (4 Hrs.)
Development, implementation and evaluation of art and education programs. Exploration of aesthetic issues, strategies of teaching and relationship to

arts organizations as well as to schools. Designed for teachers, arts administrators and volunteers.

CAM 486 Legal Aspects of Nonprofit Organization Management (2 Hrs.)

Provides a comprehensive overview of the legal problems typically faced by nonprofit arts organizations. Topics include organization structure, taxation, copyright, employee relations, contracts, lobbying and liability exposures of board and staff. See LES 486.

CAM 504 Arts Administration (4 Hrs.)

Examination of the theory and practice of arts administration as a profession. It stresses the development of skills through case study analysis and the various functions of planning, organizing, staffing, leadership and evaluation.

CAM 506 Public Policy and the Arts (4 Hrs.)

Examination of issues that affect the emergence of public sector arts organizations at the national, regional, state and local level, such as the role of legislation and advocacy in the functioning of contemporary arts organizations.

CAM 508 Marketing for Nonprofit Organizations (4 Hrs.)

Examination of the theories of strategic marketing for nonprofit organizations. Topics include consumer behavior, market segmentation, marketing research, market strategy and planning, distribution and delivery systems, communication strategies, grant/proposal writing.

CAM 509 Fund Raising and Resource Development (2 Hrs.)

Designed for practitioners, volunteers and students interested in modern fund raising for nonprofit organizations. History, principles, theories and practical application of fund raising and proposal writing techniques are explored as well as legal and moral implications. A thorough examination of the public sector's funding structures is also made.

CAM 512 Research Methods (2 Hrs.)

Examination and analysis of appropriate research methodology and program evaluation procedures

generally encountered in sponsoring and supporting arts research.

CAM 521 Internship I (2 Hrs.)

Supervised internship with workshops in professional development.

CAM 522 Internship II (2 Hrs.)

Continuation of CAM 521 with a different arts organization and series of workshops.

CAM 523 Internship III (2 Hrs.)

For students who elect the four semester residency option. Replaces field experience.

CAM 524 Internship IV (4 Hrs.)

Required along with CAM 523 for students who elect the four semester residency option. Includes a final project and/or written report.

CAM 531 Performing Arts Management (4 Hrs.)

Discussion of presenting the performing arts and managing facilities with emphasis on using current resource materials. Specific survey of the procedures in presenting the performing arts in multiple settings with emphasis on marketing, ticket office operations, artist relations, contract negotiating, booking arrangements and scaling the house. Overview of backstage concerns, audience comforts, administrative functions and operational models, rentals, promoters, budgeting, staffing and fundraising.

CAM 532 Museum/Art Center Management (4 Hrs.)

Exhibition development, program planning, organization, funding, promotion and general management practice.

CAM 571 Field Experience (6 Hrs.)

Supervised work experience in a professionally managed arts organization. Follows completion of resident course work.

CAM 574 Master's Project (4 Hrs.)

Development and completion of the master's project.

CAM 590 Directed Study (2-6 Hrs.)

Supervised individual or group project in a specialized area otherwise unavailable.

Computer Science

B.A. (60 Hrs.)

M.A. (in Mathematical Sciences, with a Computer Science Concentration, 32 Hrs.)

Faculty — Richard Brewer, Robert C. Meeder, Ted Mims, Marguerite Summers

Associated Faculty — See mathematical sciences.

Adjunct Faculty — Mary Brightwell-Arnold, Robert Waldon

The Bachelor's Degree

The bachelor of arts degree is designed to provide the graduate with a strong foundation in computer science and related disciplines. The degree provides students with experience in mastering the problem-solving skills pertinent to business, scientific and public issues.

Graduates of the program have been successful in earning advanced degrees and in pursuing careers in research and application-oriented positions in business, industry, government and education. The diversity of course offerings and rigorous degree requirements ensure that graduates acquire adequate knowledge to allow them to shape their career goals.

Facilities

Sangamon State University features an outstanding variety of interactive and batch-processing computing systems and equipment. There are several student computer laboratories that are open most of the time, including weekends and most vacation days. Students have access to a Hewlett Packard 8275 UNIX-based minicomputer, Silicon Graphics Indigo graphics workstations, MS-DOS based microcomputers, Macintosh microcomputers, microprocessor-based digital experiment workstations and a parallel processing network of INMOS-based transputers.

Students are given hands-on experience with the MS-DOS, Macintosh and UNIX operating systems.

Advising

Prior to registering for the first time, the student should discuss an appropriate course of study with a member of the faculty. After classes begin, students are urged to choose a permanent adviser as soon as possible.

Entrance Requirements

A. Admission to the university.

B. Matriculation into the mathematical sciences program. Requirements are (1) selection or assignment of a faculty adviser; (2) two semesters of calculus or a semester of business calculus and MSU 316 Applied Analysis II; (3) ability to program in Pascal (The student who has no experience programming in Pascal may take CSC 325 Introduction to Programming in Pascal.); (4) a semester course in one of three topics: assembly language programming, linear algebra or calculus-based statistics (statistics not based on calculus is unacceptable). The student without one of the three courses may take one of the following -- MSY 311 Linear Systems, MSY 312 Linear Algebra, MSY 323 Statistical Analysis or CSC 373 Assembly Language Programming -- to fulfill this entrance requirement; (5) enrollment in CSC 300 Writing Skills; (6) completion of the B.A. matriculation form.

SPECIAL NOTE: Credit hours earned in MSU 316, CSC 325 and any one of MSY 311, MSY 312, MSY 323 or CSC 373 taken to satisfy (4) above may not be counted toward the 60 hours for the degree.

NOTE: Students may begin work toward the degree before matriculation into the program, but the above requirements should be completed as soon as possible. At least 16 hours of the CSC/MSY courses needed for graduation must be taken after matriculation.

University Requirements

Students are required to complete a minimum of 12 semester hours of university requirements in the areas of liberal studies colloquia, public affairs colloquia and applied study. These hours must include at least four (4) hours in each of at least two (2) of these areas.

The distribution (not specific courses) for an individual student is determined by the student and adviser with approval of the program. The determination must be made before the student completes 30 semester hours of upper-division work. The student chooses the specific courses within the agreed upon distribution.

Program Requirements

The requirements for the B.A. in computer science are described here. The courses that carry the MSY prefix are described in the mathematical sciences section of this catalog.

At the time of graduation, a computer science major must have a grade-point average of 2.0 or better in all completed CSC courses.

Communication Skills Requirement

CSC 300 Writing Skills 0 Hrs.

Required Core Courses

MSY 302 Discrete Mathematics 4 Hrs.

Two of the following not taken before matriculation:

MSY 311 Linear Systems

or

MSY 312 Linear Algebra 4 Hrs.

MSY 323 Statistical Analysis 4 Hrs.

CSC 373 Assembly Language Programming 4 Hrs.

Other Required Core Courses

CSC 375 Advanced Program-

ming in Pascal 4 Hrs.

CSC 376 Computer Organization 4 Hrs.

CSC 471 Data Structures and Algorithms

or

CSC 472 Introduction to File Organization & Data Base 4 Hrs.

CSC 473 Structure of Programming Languages

or

CSC 474 Introduction to Systems Programming & Operating Systems 4 Hrs.

Total CSC/MSY 28 Hrs.

Other Requirements

CSC/MSY Electives 8 Hrs.

General Electives 12 Hrs.

Total Other 20 Hrs.

University Requirements 12 Hrs.

Total 60 Hrs.

All United States residents must pass the U.S. and Illinois Constitution examination, unless they have previously completed the test, or its equivalent, at the collegiate level.

Credit/NoCredit

Required CSC/MSY courses and CSC/MSY electives must be taken for a letter grade. The credit/no credit option is not acceptable.

Recommended Course Sequence

Students who have satisfied the matriculation requirements are urged to take CSC 375 as soon as possible since it is prerequisite to most other courses. They should also start on the mathematical component of the program (MSY 302, MSY 311 or 312, and MSY 323). It is wise to balance programming courses and theory courses to make efficient use of time.

Those who have not met the matriculation requirement of Pascal programming must take CSC 325 their first semester and remove any other deficiencies as soon as possible.

General Electives

There are limitations on the use of certain courses for general elective credit. This category of courses includes CSC, MSY, MSU and other non-MSY and CSC courses that contain significant mathematical or computer-related content. All courses in this category require prior written approval. For procedures, students should consult their advisers. A partial list of these courses is available at the program office.

Communication Skills

Computer science students satisfy the university communication skills requirement by completing CSC 300 Writing Skills. This course should be taken during the student's first semester at Sangamon State as it is a requirement for matriculation into the program.

Computer Science Minor

A minor in computer science is designed for students who wish to develop a working knowledge of the computer. It is useful for students with virtually any academic major, including those in accountancy, business administration, economics, health services administration, management, medical technology, nursing, teacher education and others. A working knowledge of computers allows people to apply computer techniques in their careers and to introduce effective, computer-based methods.

To earn a minor in computer science, students must complete a minimum of 20 semester hours, at least 12 hours of which must be upper-division course work taken at Sangamon State University. Core courses include CSC 325 Introduction to Programming in Pascal and CSC 375 Advanced Programming in Pascal, or their equivalents by transfer credit.

Elective courses, totalling 12-14 semester hours, can include no more than one of the following courses: MSY 302 Discrete Mathematics, MSY 311 Linear Systems, MSY 312 Linear Algebra, CSC 373 As-

sembly Language Programming and CSC 376 Computer Organization. At least eight semester hours of elective credit must be taken from CSC 400-level courses in consultation with the adviser.

Students should select an adviser from the faculty who will approve the selected minor course of study and the graduation contract upon completion of the requirements for the minor in computer science.

Double Major

A double major between computer science and some other area of study can greatly enhance employability. The mathematics-computer science double major is described in the mathematical sciences section of the catalog. Interested students should consult their advisers early in their work to coordinate their studies.

The Master's Degree

A graduate student may earn a master's degree in mathematical sciences with a concentration in computer science. A full description of the concentration is given in the mathematical sciences section of this catalog.



Course Descriptions

The course descriptions for MSY and MSU courses begin on page 195.

CSC 300 Writing Skills (0 Hrs.)

Evaluation of writing skills for computer science students through 1) passing a writing test; 2) completing UNI 490 English Writing for International Students; 3) completing an appropriate composition class approved by CSC adviser; or 4) passing the ESL Proficiency Test (applies to international students only). CSC 300 should be taken during the student's first semester of study. See MSY 300.

CSC 317 Software Packages (2 Hrs.)

A large part of the computing that is being done today is through general programs designed to handle a wide range of general problems rather than through programs designed to solve a specific problem. This course looks at a number of these general programs (software packages) from the viewpoint of the task to be performed and how a specific package can be used to accomplish the job. Examples are

taken from word processing, spreadsheet, data base and operating systems. Considerable time in the computer lab is required.

CSC 325 Introduction to Programming in Pascal (4 Hrs.)

Computer programming and the Pascal language, stressing structured programming techniques. Emphasis on control structures, correct procedures and functions, simple data types and structured data types, including arrays, records and files. Assigned problems require considerable time in the computer lab. For students with no prior programming experience.

CSC 373 Assembly Language Programming (4 Hrs.)

Underlying hardware organization, base register concept, base-displacement addressing, indexing, assembler instructions and the assembly process. Subroutine linkage, branching instructions, macro facility, conversion of data representation, implementation of parameter passing mechanisms and the implementation of high level algorithms. Prerequisite: CSC 325, or equivalent.

CSC 375 Advanced Programming in Pascal (4 Hrs.)

Extensive experience using top down design principles to solve non-trivial problems. Emphasis on pointer variables, variant records, enumerated and set types. Implementation of lists stacks and queues. Introduction to recursive algorithms. Prerequisite: CSC 325, or equivalent.

CSC 376 Computer Organization (4 Hrs.)

An introduction to binary number systems, information representation, Boolean algebra, combinational logic and sequential circuits; memories, registers and counters, register transfer languages, elementary computer architecture, instruction cycle and addressing modes. Prerequisites: MSY 302 and CSC 325, or equivalents.

CSC 470 Topics in Computer Science (1-4 Hrs.)

Various topics; description changes according to topic offered. May be repeated for an indefinite number of hours, but particular topics must differ. See course schedule for prerequisites.

CSC 471 Data Structures and Algorithms (4 Hrs.)

Abstract data type specification. Definition and implementation of lists, hashing tables, trees, sets and strings. Recursively defined data structures and algorithms, sorting and searching. Concept of time and storage complexity. Prerequisites: MSY 302 and CSC 375.

CSC 472 Introduction to File Organization and Data Base (4 Hrs.)

An examination of file organizations and file access methods. Study of various data base models: rela-

tional, hierarchical and network models. Use of data definition and manipulation languages. Prerequisite: CSC 375.

CSC 473 Structure of Programming Languages (4 Hrs.)

Design principles and implementation of computer programming languages. Topics include syntax, data types, control structures, storage management and binding. Principles illustrated through comparison of programming assignments. Languages may include FORTRAN, COBOL, BASIC, APL, LISP, SNOBOL and ADA. Prerequisites: CSC 373, or equivalent, and CSC 375.

CSC 474 Introduction to Systems Programming and Operating Systems (4 Hrs.)

Assemblers, macro processing, loaders, time sharing operating system, process control, I/O, primary memory allocation and virtual memory. Prerequisites: CSC 373, or equivalent, CSC 375 and CSC 376.

CSC 476 Introduction to Microprocessors and Computer Architecture (4 Hrs.)

Analysis and synthesis of combinational and sequential circuits, counters and decoders. Details of computer organization as applied to microcomputers. Time permitting: control unit design, microprogramming, I/O channels and memory systems. Prerequisites: CSC 373, or equivalent, and CSC 376.

CSC 478 Introduction to Software Engineering (4 Hrs.)

Study of the software life cycle with emphasis on design, documentation and implementation. Term project modifying and implementing an existing design. Prerequisite: CSC 375.

CSC 479 Introduction to Artificial Intelligence (4 Hrs.)

Problem solving methods, data representation and list processing, state-space search strategies, game playing programs, knowledge representation; logic and theorem proving, question answering systems and natural language processing. Prerequisite: CSC 471, or permission of instructor.

CSC 481 Introduction to Computer Graphics (4 Hrs.)

Basic concepts, display hardware and techniques, raster graphics, 3-D graphics and processing of pictorial information. Prerequisites: MSY 311 or MSY 312, and CSC 375.

CSC 483 Introduction to Data Communications (4 Hrs.)

Network architectures, the ISO reference model, network design, terminal handling, virtual circuits, datagrams, protocols, routing algorithms and local area networks. Prerequisites: MSY 323 and CSC 376.

Economics

B.A. (60 Hrs.) M.A. (40 Hrs.)

Faculty — Michael Ayers, Ramin Maysami, Adil Mouhammed, John Munkirs, Baker Siddiquee

Adjunct Faculty — Roy Wehrle

The Bachelor's Degree

Most human activity involves the use of resources for which there are competing applications. As a result, the tools of economic analysis are essential ingredients in making public and private decisions, and employers in both sectors agree that training in economics is excellent preparation for many of the most challenging jobs available. Recent graduates of the program are currently employed in banking, as commodity brokers, government analysts, insurance adjusters, labor representatives and small business owners. Others have gone on to earn advanced degrees in law, business, finance and public administration, as well as in economics.

The economics program strives to provide students with a solid basis in the theoretical concepts of economics, an understanding of primary quantitative tools and a mix of topical courses that can be blended and molded to their individual career objectives. Of particular interest is the option of developing special competencies in either public finance or private sector finance. Working closely with an adviser, the student may arrange a highly focused curriculum, utilizing courses in economics as well as related disciplines, to prepare for a career in finance.

Entrance Requirements

Students are expected to have successfully completed the basic introductory courses in both micro- and macroeconomics prior to enrollment. Those who have not are required to complete ECO 315 before enrolling in any other program offerings

(except ECO 313 which may be taken concurrently). In addition to a basic understanding of economics, students are expected to have a good understanding of college algebra and possess collegiate-level written and oral communication skills. Students found to be deficient are required to complete ENG 375 Expository Writing or an approved equivalent. It is also recommended that students be competent in computer applications of statistical software. If not, they should take CSC 317 Software Packages.

Advising

Upon declaring economics as their major, students are automatically assigned to a faculty adviser. First year students should meet with their faculty adviser prior to registration to discuss career objectives and curriculum.

University Requirements

Students are required to complete a minimum of 12 semester hours of university requirements in the areas of liberal studies colloquia, public affairs colloquia and applied study. These hours must include at least four (4) hours in each of at least two (2) of these areas.

Program Requirements

At the baccalaureate level, 32 hours of course work in economics is required for graduation, including four hours of micro theory, four hours of macro theory, four hours of statistics, four hours of economic history, four hours of quantitative methods and 12 hours of economics electives. These should be taken in the following sequence:

First Semester

ECO 301 Intermediate Microeconomics	4 Hrs.
ECO 313 Statistics for Business and Economics	4 Hrs.

Second Semester

ECO 302 Intermediate Macroeconomics	4 Hrs.
ECO 408 History of Economic Thought or	
ECO 418 U.S. Economic History	4 Hrs.

Third Semester

ECO 314 Quantitative Methods for Business and Economics	4 Hrs.
ECO Elective	4 Hrs.

Fourth Semester

ECO Elective	4 Hrs.
ECO Elective	4 Hrs.
Total	32 Hrs.

In addition to the program requirements, students must also fulfill the 12 hours of university requirements and 16 hours of general electives. Students must obtain prior approval of faculty adviser for elective courses.

Economics Minor

To earn a minor in economics, students must complete a minimum of 16 semester hours, at least eight of which must be upper-division course work taken at Sangamon State University. The eight hours must include the two core courses: ECO 301 Intermediate Microeconomics and ECO 302 Intermediate Macroeconomics. The program may accept a maximum of eight semester hours of transfer credit toward a minor, but four semester hours must be at the upper-division level. Prerequisites include Economics I and II at the lower-division level or ECO 315 Economics for Administrators at Sangamon State. Four semester hours of economic electives are required. Students should discuss their minor program with an economics faculty adviser to ensure that they are meeting requirements and their individual needs.

The Master's Degree

The master's degree curriculum is designed to accommodate students pursuing a terminal degree as well as those who expect to pursue the Ph.D. Emphasis is placed upon understanding theory and the use of quantitative tools within an applied framework. Students preparing for careers in specialized areas (finance, banking, public utilities economics, international economics, economic development, industrial organization, etc.) will need to work closely with an adviser to arrange the proper sequence of courses.

Entrance Requirements

An undergraduate degree in economics is not required for entrance into the M.A. program. Students are required, however, to demonstrate proficiency at the intermediate level in both micro and macro theory and in business statistics. This may be accomplished through completion of appropriate undergraduate course work or by proficiency examination. A one-semester course in business calculus, or ECO 314, or MSU 315, must be successfully completed prior to admission to the M.A. program. It is highly recommended that students be competent in computer applications of statistical software. If not, they should take CSC 317 Software Packages. All prerequisite courses must be completed prior to enrolling in any graduate-level economics courses.

Advising

Students should establish an advising relationship with one of the program faculty during the first semester of study. Students may select an adviser or ask the program chair to assign one.

Grading Policy

An overall B average in all economics courses is required for an M.A., with no more than eight hours of C balanced by

eight hours of A. A grade of 3.0 or better is required in both graduate theory courses: ECO 501 and 502.

Program Requirements

The master's degree requires completion of 40 hours of credit, including a minimum of 32 hours of course work in economics. Within the program each student must take four required core courses, 16 hours of graduate economics electives and complete a four-hour master's thesis. The following is a recommended sequence for those required courses that must be taken at Sangamon State:

First Semester

ECO 506 Mathematical Economics	4 Hrs.
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Second Semester

ECO 413 Econometrics	4 Hrs.
ECO 501 Advanced Microeconomics	4 Hrs.

Third Semester

ECO 502 Advanced Macroeconomics	4 Hrs.
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Graduate students who have not previously completed a course in the history of economic thought must also take ECO 408 as one of their economic electives, preferably during the first semester. If a student has completed any of the other required courses or their equivalent at SSU as an undergraduate, graduate economics electives for the same number of credit hours must be substituted.

To qualify as a graduate economics elective, a course must be assigned a 500-level prefix or receive prior program approval. The latter is available only for 400-level courses. Approval is subject to an expanded plan of work, such as a graduate paper, and a more stringent grading standard than that required of undergraduates. A maximum of eight semester hours of approved 400-level courses may be applied toward the required 16 hours of economics electives.

In addition, all M.A. candidates must complete ECO 590 Master's Thesis. Students should discuss this project with their adviser as soon as possible.

For the remaining eight hours of optional electives, students must obtain prior approval from their faculty advisers.



Course Descriptions

ECO 315 Economics for Administration (4 Hrs.)
Essential micro- and macroeconomic concepts as they apply to administrative decisions. Principal theories and analysis of efficient resource allocation are related to economic decisions of individuals, public and private organizations and society. Primarily for students who have had no prior college-level work in economics. (Not accepted toward satisfaction of economics program requirements.)

Theory

ECO 301 Intermediate Microeconomics (4 Hrs.)
Consumer behavior, production theory, pricing in different market structures and cost and allocation of resources; introduction to general equilibrium theory and welfare economics. Prerequisite: Principles of economics, or ECO 315.

ECO 302 Intermediate Macroeconomics (4 Hrs.)
Role of government, consumers and business in determination of aggregate income, employment and price level. Primary attention given to development of a model of income determination, with discussion of the model's relation to classical economic theory and its policy and social implication. Prerequisite: Principles of economics, or ECO 315.

ECO 403 Institutional Economics (4 Hrs.)
Evolution, organization and allocation functions of modern industrial economies. Philosophical and theoretical interpretations of the economy in light of contemporary developments in philosophy, economics and social science.

ECO 408 History of Economic Thought (4 Hrs.)
Historical study of the body of knowledge and doctrine designated as "economics." Particular attention to historical and social circumstances from which various concepts evolved and "theory" creation as an art. Prerequisite: ECO 315, or equivalent.

ECO 499 Tutorial in Economics (1-4 Hrs.)
Undergraduate readings and/or research in selected economics topics. Arranged by the student with instructor of choice. May not be substituted for a regular scheduled class. Also, a particular topic may not be repeated for credit.

ECO 501 Advanced Microeconomics (4 Hrs.)
Optimization techniques as applied to demand, cost and production theory. Other topics include market structures, general equilibrium, welfare economics, capital theory, distribution theory, as well as recent mathematical topics of game theory and input-output. Prerequisites: ECO 301 and ECO 506, or their equivalents.

ECO 502 Advanced Macroeconomics (4 Hrs.)
In-depth study of macroeconomic theory and models of the determination of aggregate income, employment, interest rate and price level. Involves theory from the classical, Keynesian, new classical, rational expectations, post-Keynesian and supply-side perspectives. Prerequisite: ECO 302, or its equivalent. ECO 506 is strongly recommended and may be taken concurrently.

ECO 503 Advanced Institutional Economics (4 Hrs.)
In-depth analysis of the analytical tools and theories employed in analyzing the production and distribution of goods and services from an evolutionary perspective. Specific emphasis will be placed on current research in the field. Prerequisite: ECO 403, or equivalent.

ECO 599 Tutorial in Economics (1-4 Hrs.)
Graduate readings and/or research in selected topics in economics. Arranged by the student with instructor of his/her choice. May not be substituted for a regularly scheduled class, nor may a particular topic be repeated.

Quantitative Methods

ECO 313 Statistics for Business and Economics (4 Hrs.)
Methods for collecting, analyzing and interpreting numerical data for the purpose of making better decisions. Includes basic probability theory, analysis of variance, index numbers, seasonal analysis, parametric and nonparametric tests and regression and correlation analysis.

ECO 314 Quantitative Methods for Business and Economics (4 Hrs.)
Matrix algebra, input-output analysis, linear programming and its application to allocation of economic resources and transportation, differentiation and integration of functions of one and several variables, optimization of constrained and unconstrained functions, random variables and their probability distributions, statistical estimation, test statistical hypotheses, simple and multiple regression, Markov chain, queuing and game model. Prerequisite: ECO 313, or equivalent.

ECO 413 Econometrics (4 Hrs.)
Statistical techniques used to estimate economic relationships — e.g., demand, supply, production

and consumption functions. Includes linear regression and the problems of single-equation and multi-equation estimation and forecasting. Prerequisites: ECO 313 and one semester of business calculus, or approved equivalents.

ECO 433 Introduction to Business and Economic Forecasting (4 Hrs.)
Introduction to quantitative approaches to business and economic forecasting: regression methods, exponential smoothing, ARIMA-Box-Jenkins methods, composite forecasting methods, judgmental forecasting and evaluation of forecasting. Case studies in finance, production, marketing, economics, management and other related areas, both in public and private organizations. Prerequisite: ECO 313, or approved equivalent.

ECO 506 Mathematical Economics (4 Hrs.)
Mathematical techniques for economic analysis. Includes calculus, linear algebra, and constraint and unconstrained optimization techniques in the context of economic problems and issues. Difference and differential equations are also applied to economic problems and model building. Prerequisites: ECO 301, ECO 302, and one semester of calculus, or approved equivalents.

ECO 513 Advanced Econometrics (4 Hrs.)
Statistical techniques used in economic modeling and forecasting. Covers problems of estimation, non-linear models, simulations, and simultaneous equations and time-series estimations. Prerequisite: ECO 413, or approved equivalent.

ECO 533 Business and Economic Forecasting (2 Hrs.)
Methods for analyzing and forecasting business and economic conditions pertaining to industry and individual firms. Demand and supply functions stressed. Prerequisite: ECO 433, or equivalent.

Economic History and Comparative Systems

ECO 418 U.S. Economic History (4 Hrs.)
Major sources of economic development from colonial era to World War II. Special attention to sectoral contributions: foreign trade, cotton and slavery, government, finance, transportation and industry.

ECO 421 Comparative Economic Systems (4 Hrs.)
Similarities and differences between various economic systems through examination of systems of different countries, including the Soviet Union, China, Yugoslavia and Japan.

ECO 426 Political Economy (4 Hrs.)
Analysis of competing theories and models of explanation in political science and economics as they comprise the basis for contemporary policy dis-

putes and alternatives. Emphasis on the crisis tendencies/contradictions of the political economy of the United States and its impact on the rest of the international economic order. See LAR 426.

Labor Economics

ECO 425 Labor Economics (4 Hrs.)

Application of economic principles to problems in American labor, including employment, unemployment and manpower policies; wage determination and wage policy; development and organization of trade unions in private and public sectors; social legislation; and policy for the labor market as these relate to contemporary social and economic problems. Prerequisite: ECO 315, or equivalent.

Money and Finance

ECO 335 Money, Banking and Financial Markets (4 Hrs.)

Concentrates on principles of banking and financial markets with emphasis on commercial banks, Federal Reserve System and other depository institutions and regulatory agencies. Monetarist and Keynesian monetary theories and empirical evidence on the effectiveness of monetary policy are presented. Money and capital markets, risk and term structure of interest and other topics in the area of financial markets are discussed. Prerequisite: ECO 315, or equivalent.

ECO 431 Financial Economics (4 Hrs.)

Economic analysis of the basic workings of financial markets, particularly measurement and pricing of risk and the intertemporal allocation of funds; theory of firm, time value of money, asset pricing; working capital policy and management of cash, receivables and inventory positions, capital budgeting, risk return analysis, and introduction to options and futures. Prerequisite: ECO 335, or approved equivalent.

ECO 435 The Theory of Finance and Applications (4 Hrs.)

Elements of finance theory and its application to real world problems. Covers investment decision under certainty and uncertainty, the theory of choice, utility theory given uncertainty, state preference theory, mean-variance theory, market equilibrium, CAPM and APT, option pricing theory, theory of efficient capital market, theory of capital structure and cost, theory of dividend policy, the economics of leasing, and the economic theory of mergers and tender offers. Prerequisite: ECO 431, or equivalent, or with permission of instructor.

ECO 437 Securities Markets (2 Hrs.)

Examination of the functional contributions of securities markets to economic activity. Particular reference to the institutions and instruments that facil-

itate capital formation and economic activity at the national and international level. Prerequisite: ECO 335, or BUS 341.

ECO 438 Futures and Options (2 Hrs.)

Primary examination of the futures and options markets and their contributions to economic activity. Discusses mechanics and use of the markets with particular emphasis on the financial instrument components. Prerequisite: ECO 437.

ECO 448 International Finance (4 Hrs.)

Provides basic understanding of the literature in international finance and reviews basic literature in multinational finance. Topics include foreign exchange markets, parity conditions in international finance, international investment, balance of payments, international monetary arrangements, Euro-currencies and international money markets, multinational finance, foreign exchange risk management, multinational working capital, foreign investment and financing. Prerequisite: ECO 315, or approved equivalent.

ECO 535 Advanced Monetary Economics (4 Hrs.)

Advanced exploration of professional literature. Topics include supply of money, demand for money, interest rates and monetary policy. Prerequisite: ECO 335, or approved equivalent.

International and Development Economics

ECO 445 Economic Development (4 Hrs.)

Overview of principal economic problems of the Third World. Some major theories of causes of low income, various applications of economic analysis to specific policy issues and social and political considerations. Prerequisite: ECO 315, or equivalent.

ECO 446 The World Economy (4 Hrs.)

Overview of the world economy: trade, finance, exchange rates, monetary reserves, poverty, wealth, capital flight, multinational corporations and governments. Objective is to understand and to assess current performance and future prospects. Prerequisite: ECO 315, or equivalent.

ECO 447 International Trade and Finance (4 Hrs.)

Survey of pure theory of trade: classical trade theory, Heckscher-Ohlin-Samuelson theorem and related topics; international trade and growth; theory of tariffs, protection and customs union; and movement of factors of production. Survey of theory and policy of international finance: exchange rate theories, balance of payments, international financial markets, macroeconomic policy mix for external and internal equilibrium, LDC debt problem and international cooperation. Prerequisite: ECO 315, or equivalent.

ECO 449 International Business (4 Hrs.)

Designed for graduate and undergraduate students of economics interested in the field of international economics as well as the MBA who wants a specialty in the field of global business. The course covers different approaches to international business, theory of direct foreign investment, multinational enterprises and their strategies in marketing, production, management and finance. The course also covers the cultural aspect of global business and the business-government interactions. Prerequisite: ECO 315, or equivalent.

ECO 547 International Trade (4 Hrs.)

Establishment and examination of the free-trade model, followed by study of real-world impediments to theoretical model, with particular emphasis on problems encountered by United States in the past decade. Prerequisite: ECO 301, or equivalent.

Public Economics

ECO 455 State and Local Finance (4 Hrs.)

Division of expenditures and taxing functions among different levels of government. Taxation theory. Impact of recent changes in the federalism system: federal grant-in-aid programs, state and local government fiscal positions and priority problems and revenue sharing. Emphasis on revenue sharing in historical context and current dimensions. Prerequisite: ECO 315, or equivalent.

ECO 456 Public Finance (4 Hrs.)

Microeconomic analysis of public finance and the role of government in a mixed economy, with attention to public goods theory, cost-benefit analysis and taxation. Examines the economic basis of government and its functions; analyzes alternative government expenditures, regulations and finances, including the Social Security and food stamp programs. Prerequisite: ECO 301 for majors, ECO 315 for non-majors.

Industrial Organization/Public Policy

ECO 461 Industrial Organization (4 Hrs.)

Structure, conduct and performance of American industry: historical evolution, alternative industrial systems, anti-trust policies and their alternatives. Technological change and its impact on both industrial performance and conventional economic theory.

ECO 467 Policy Analysis (4 Hrs.)

Survey of how policy questions in business and government can best be analyzed and presented to de-

cisionmakers. Covers knowledge and theories of decisionmaking revolving around the question: Can better policy analysis lead to better decisionmaking? Each student presents a policy paper.

ECO 474 Environmental Economics (4 Hrs.)

Basic theoretical tools necessary to examine current environmental problems from an economic standpoint. Covers externalities, cost assignment and environmental problems associated with economic growth. Prerequisite: ECO 301, or equivalent. See ENS 421.

ECO 487 Health Policy (4 Hrs.)

Analytic and descriptive study of national health policy in America in terms of philosophy, history, politics, economics, sociology and administration of health care. Emphasis on social setting in which health policy is made and complex workings of system by which health care is provided. Prerequisite: ECO 315, or equivalent. See HSA 487.

ECO 488 Health Economics (4 Hrs.)

Application of economic theory and analytical tools to problems in the health care sector. Includes concepts and measures of health; determinants of health; cost of illness; concept of demand for medical care; welfare economics of physicians, dentists, drugs and hospital markets; financing health care; and policy issues such as cost containment and national health insurance. Prerequisite: ECO 315, or equivalent. See HSA 488.

ECO 512 Advanced Monetary and Fiscal Policy (4 Hrs.)

Consideration of principles of monetary and fiscal policy, documentation of how policies have been enacted in post-war period and critical examination of relative effectiveness of these policies. Prerequisites: ECO 302 and 335, or approved equivalents.

ECO 561 Advanced Seminar in Industrial Organization (4 Hrs.)

Detailed analysis of several industries and corporations, with emphasis on data gathering and research techniques. Specific attention to development of multinational/anational corporations and their impact on the nation/state. Prerequisite: ECO 461, or equivalent.

ECO 590 Master's Thesis (4 Hrs.)

Academic study of student-selected topic that utilizes economic theory and involves both a survey of relevant literature, model building and empirical analysis.

Educational Administration

M.A. (40 Hrs.)

Faculty — B. Douglas Anderson, James Nighswander, Merrill Redemer

Associated Faculty — Larry Shiner

Adjunct Faculty — Rebecca Douglass, David Estrop, Mary Loken, Charles Matthews, Ruth Patton, David Turner

The educational administration program is designed to meet the in-service and professional growth needs of Illinois educators. The curriculum provides an opportunity to obtain the M.A. in educational administration, as well as the general supervisory and the general administrative certificates.

Because of the generic nature of most courses, the educational administration program is appropriate for classroom teachers, State Board of Education personnel, central administrative staff and school board members. A wide selection of courses is available to meet varying student needs and interests, while fulfilling degree and/or certification requirements.

Springfield Educational Consortium

SSU's educational administration program is an integral part of the Springfield Educational Consortium. Comprised of SSU, Western Illinois University and Illinois State University, the consortium coordinates course offerings in educational administration/leadership in the Springfield area, thus broadening the range of courses available to students. Students enrolled in the SSU program are encouraged to complete some of their course work with other universities in the consortium. Graduate degrees are available at the master's, advanced certificate and doctoral levels. The consortium has developed Springfield-based research and clinical learning opportunities for graduate students at each of the three universities.

Off-Campus Classes

During the fall and spring semesters, ADE courses are regularly offered in Decatur and Jacksonville. SSU is a member of the Millikin University Graduate Study Center together with Eastern Illinois University, Illinois State University and the University of Illinois. Participating institutions coordinate course offerings to avoid duplication and to provide maximum opportunities for students.

Certification

Individuals interested in obtaining supervisory and/or administrative positions in Illinois public schools must be properly certified. General requirements established by the State Teachers' Certification Board include a master's degree, two years of documented successful teaching experience, 29 semester hours of graduate courses divided over four content areas and clinical experiences. Both the general supervisory and general administrative certificates are available in the educational administration program. Detailed information is included in the *ADE Student Guide*, available from the program office.

Clinical Experiences

Candidates for the general administrative and/or general supervisory certificate are required to include clinical experience in their programs. Students seeking these certificates are required to complete ADE 526 and ADE 527 (see course descriptions below). In addition, clinical experiences

are included in a number of ADE school management courses (e.g., ADE 512 School Business Management, ADE 519 The Principalship, ADE 521 Personnel Management).

Advising

A student enrolled in the educational administration program is expected to select a faculty adviser no later than the second semester of enrollment. This decision should be documented on the university form provided for this purpose. Assistance in selecting an adviser is available from any member of the ADE faculty. The faculty adviser assists the student in planning his/her program of studies and is also available to provide career counseling.

Grading Policy

Students in educational administration may select a pass-fail or letter-grade option. A passing grade in an ADE course is considered B or above. A failing grade is given for work below that level. The grade of C awarded during the effective period of this catalog will be counted, provided that an equal or greater number of A's are earned in ADE courses. However, no more than eight semester hours of C grades will be accepted.

Master's Project

All educational administration students are required to complete the capstone course, ADE 529 Case Studies in Educational Administration.

Students interested in advanced graduate training may elect to do a formal thesis project. Credits earned for a thesis are included in the 40 semester hour requirement. Advance approval by the faculty adviser is required.

Communication and Library Skills

Completion of the required course ADE 505 Introduction to Research satisfies the university communication skills requirement.

Program Requirements

The master's degree requires completion of 40 semester hours, including a minimum of 32 hours of ADE courses and eight hours of electives. There are four required courses:

ADE 505 Introduction to Research	4 Hrs.
ADE 509 Organizational Dynamics	4 Hrs.
ADE 511 Curriculum	4 Hrs.
ADE 529 Case Studies in Educational Administration	4 Hrs.



Course Descriptions

ADE 500 Thesis (2-8 Hrs.)
Credit awarded upon acceptance of thesis.

ADE 501 Organization and Administration (4 Hrs.)
An introductory course for people considering or starting the masters in educational administration program or seeking supervisory endorsement on a type 10 certificate. Provides an overview of the organization and administration of American public education. Basic concepts will be introduced; policy issues will be considered; administrative skills, behaviors and processes will be explored.

ADE 502 School Finance (4 Hrs.)
Sources of school revenue, analysis of expenditure policies, intergovernmental relationships, introduction to economics of education, trends and issues and other aspects of school finance. Clinical experiences included.

ADE 503 School Law (4 Hrs.)
An examination of the legal aspects of public education, statutory and case law, rights and responsibilities of boards, administrators, teachers and students, legal principles and specific applications.

ADE 504 Politics of Education (4 Hrs.)
Political effects on education at federal, state, county and local levels. Political roles of superintendent, board and special interest groups. Political activities of principals, teachers and community groups; effects of court decisions and legislation. Clinical experiences included.

ADE 505 Introduction to Research (4 Hrs.)
Basic research methods in educational administration. Topics include basic statistics, hypothesis testing, design of experiments and use of research tools available from other disciplines. Should be completed early in the student's program.

ADE 508 School/Community Relations (4 Hrs.)

Relationships of schools to communities and citizen involvement in educational issues; development of effective ways for educators to deal with new role of the public; changes in school/community relations practices. Emphasis on effective communication processes. Clinical experiences included.

ADE 509 Organizational Dynamics (4 Hrs.)

Structure and function of an organization as a social system and of individual, group and leadership processes and behavior within it. Clinical experiences included.

ADE 511 Curriculum (4 Hrs.)

Modern curricular theories, practices and development. Sources of knowledge utilized in formulation of elementary and secondary curricular patterns that have emerged in American education. Approaches to curricular study, revision and evaluation. Clinical experiences included.

ADE 512 School Business Management (4 Hrs.)

Local school business management. Includes principles and practices of accounting, budgeting, debt service, insurance, investments, lunch programs, maintenance and operations, purchasing, transportation and other responsibilities of managing school business affairs. Clinical experiences included.

ADE 513 Educational Evaluation (4 Hrs.)

Theory, techniques and application of evaluation as related to policy formulation and decisionmaking in an educational environment. Recommended completion of ADE 505 prior to enrollment.

ADE 514 Collective Bargaining (4 Hrs.)

An examination of the history and impact of collective bargaining in public education and of the changing attitudes and problems and of the collective bargaining process itself.

ADE 519 The Principalship (4 Hrs.)

Competencies, role and responsibilities of the building principal. Elementary, junior high and senior high school principalships studied. Current research, issues and problems considered. Clinical experiences included.

ADE 521 Personnel Management (4 Hrs.)

Personnel function in educational administration, including hypotheses, concepts and practices for resolving human problems in educational systems. Problems of manpower planning, compensation, collective negotiations, personnel information and continuity of personnel services. Clinical experiences included.

ADE 525 Supervision of Instruction (4 Hrs.)

Application of principles of supervision in the instructional setting. Includes current curricular and

instructional practices, K-12. Specific goal is improvement of curricular and instructional practice through the supervisory role.

ADE 526, 527 Supervised Clinical Experience (2 Hrs. each)

Sequence of on-site practical experiences provides student with opportunities to work with administrative practitioners in the educational enterprise. These planned and supervised experiences must be worked out among the faculty coordinator, on-site supervisor and student. Designed to be taken in consecutive semesters; required of students seeking general supervisory or general administrative certificates.

ADE 529 Case Studies in Educational Administration (4 Hrs.)

Integrative course utilizing case analyses of theoretical and applied aspects of educational administration. Student's particular area of interest is the focus of a required project. Prerequisites for master's degree candidates: Successful completion of 16 hours of ADE courses plus ADE 505 and ADE 509, or approved equivalents. Must be taken in last portion of the student's program. However, non-degree students or candidates for the general administrative and/or general supervisory certificate may elect to take this course without prerequisites. Clinical experiences included.

ADE 531 The Organization and Administration of Special Education (2 Hrs.)

Philosophy, development, legislation and current status of Illinois special education. Emphasis on cooperatives and their management including budget, personnel and governing boards.

ADE 532 Current Issues and Problems in the Administration of Special Education (2 Hrs.)

Current issues confronted by directors, such as new state and federal legislation, new state policies and regulations and P.L. 94-142 implementation. Staff recruitment, in-service and personnel evaluation considered; effective governing board policies and relations examined.

ADE 533 The Organization and Administration of Vocational/Technical Education (2 Hrs.)

Philosophy, development, legislation and current status of Illinois vocational/technical education. Emphasis on cooperatives and their management, including budget, personnel and governing boards.

ADE 534 Current Issues and Problems in the Administration of Vocational/Technical Education (2 Hrs.)

Current issues confronted by directors, such as new state and federal legislation, new state policies and regulations, and program evaluation. Staff recruit-

ment, in-service and personnel evaluation considered; effective governing board policies and relations examined.

ADE 535 Philosophy of Education (4 Hrs.)

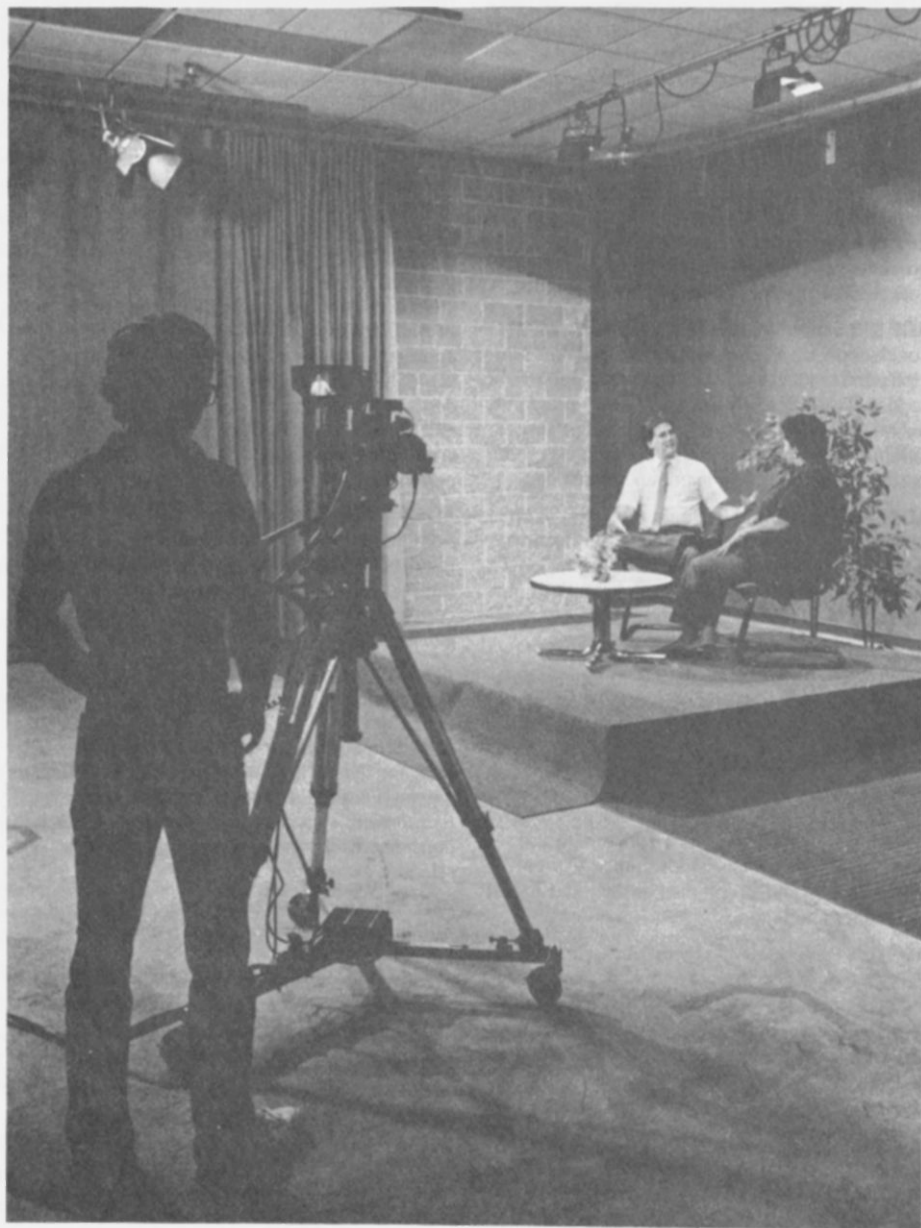
Major philosophical views of aims and processes of education. Consideration given to educational ideas of such thinkers as Plato, Augustine, Rousseau

and Dewey, as well as to assumptions underlying current reform proposals. See PHI 535.

ADE 590 Independent Research and Study

(1-4 Hrs.)

Supervised investigation into specific topic or research project selected by student with faculty approval. May include library or field work.



English

B.A. (60 Hrs.) M.A. (36-44 Hrs.)

Faculty — Dennis Camp, Judith Everson, Norman Hinton, Jacqueline Jackson, Marcus Leonard, Charles Schweighauser, Richard Shereikis

Associated Faculty — Judy Shereikis

Degree candidates in the English program may develop one of several concentrations, selecting courses that suit individual needs and interests. An English major may pursue a conventional degree in English or American literature, or may develop a personalized and less traditional course of study. The program regularly offers classes that cover specific literary periods, genres, figures and themes, but other options are available. For example, students may wish to select courses especially helpful to classroom teachers. Students interested in careers in writing and editing may take specific writing courses offered by the English program and by other university programs. Courses in expository writing, journalism, feature writing and creative writing (novel, poetry, short story) are offered on a regular basis, along with classes on layout and publication design. Students who focus on writing and editing may also wish to take basic courses in other programs in order to study current issues and problems in fields that generate publications of various kinds (e.g., environmental studies, political studies and economics). Students interested in teaching English at the secondary level may seek Illinois state teacher certification. Students may obtain information on requirements for this certificate from the teacher education faculty.

The Bachelor's Degree

Entrance Requirements

The B.A. program is open to any student who qualifies for admission to the university.

Advising

Because the English program offers a wide range of courses with relative freedom from requirements and prerequisites, undergraduate majors are encouraged to select advisers as soon as possible. Chosen from among program faculty, advisers assist students in developing appropriate and individualized courses of study. If an adviser is not chosen, one will be assigned. *Students should consult with advisers regularly and especially before enrolling for their last semester of study.*

University Requirements

Students are required to complete a minimum of 12 semester hours of university requirements in the areas of liberal studies colloquia, public affairs colloquia and applied study. These hours must include at least four (4) hours in each of at least two (2) of these areas.

Program Requirements

The undergraduate student must complete 30 semester hours of English program courses. ENG 311 Literary Study and Research is required of all undergraduate program majors and is offered each semester. Students are urged to take this course early in their study at Sangamon State. A student wishing to waive ENG 311 must petition the program committee for waiver approval. While juniors are normally expected to enroll in courses at the 300- or 400-level, seniors may petition individual instructors for admission into select 500-level English courses.

In addition to satisfying general university requirements for the B.A. degree, candidates in English are expected to develop research, writing, analytical and interpretive skills. All English courses provide opportunities for acquiring and refining these skills. Students judged deficient in written communication skills will be required to complete certain designated writing courses, such as ENG 375 Expository Writing. Completion of ENG 311 satisfies the university's communication skills requirement.

Program Requirements

ENG 311 Literary Study and Research	4 Hrs.
At least one course in English literature	4 Hrs.
At least one course in American literature	4 Hrs.
At least one course ending in 50-89 (writing and other courses)	4 Hrs.
ENG electives	14 Hrs.
<i>Total ENG hours</i>	<i>30 Hrs.</i>

University Requirements 12 Hrs.

General Electives (eight hours of which must be in areas distinctly outside English)	18 Hrs.
<i>Total</i>	<i>60 Hrs.</i>

Applied Study

In consultation with their advisers, English majors may select from a variety of challenging applied study term (AST) experiences. Students who wish to become English teachers at the elementary, middle-school, or secondary level should enroll in the university's teacher education sequence and take student teaching as an AST. Students interested in writing and editing careers may work with local agencies and publications and gain firsthand experience with various phases of production. Students who wish to engage in an extended creative writing project may offer evidence of such writing in satisfaction of AST requirements. Students may also prepare for positions in literary site preserva-

tion at such locations as the Vachel Lindsay home in Springfield and the Edgar Lee Masters home in Petersburg. Students who choose to work as librarians upon graduation may design AST experiences at an area library.

English Minor

To earn a minor in English, students must complete a minimum of 16 semester hours of upper-division course work at Sangamon State University, including the core course, ENG 311 Literary Study and Research. Transfer credit is evaluated on a case-by-case basis through the student petition process.

Three additional courses related to specific areas of the curriculum are also required: one English literature course, one American literature course and one from writing and/or other courses ending in 50-89. Specialty minors that focus on a curricular area that corresponds with a student's disciplinary interests are also possible. Students should consult an English faculty member for advice in designing and meeting the requirements of this minor.

The Master's Degree

Entrance Requirements

Students with baccalaureate degrees in English from accredited colleges or universities may be accepted into the M.A. program after an examination of their applications by the English Graduate Committee. If the committee requires further evidence of competency, the student may be admitted on a probationary basis, after an interview with the committee and successful completion of additional graduate-level course work or other stipulated requirements.

Applicants with undergraduate degrees in fields other than English must take additional course work prior to matriculation at the graduate level and gain the endorsement of at least two full-time faculty who taught the completed courses. Those faculty members report their estimates of the stu-

dent's potential for success in the program, and the graduate committee then makes a decision regarding matriculation into the English program.

All applications for admission into the English M.A. program should include a specific letter of application, complete transcripts, GRE scores in the general examinations, a sample of analytical writing and two relevant letters of recommendation. The graduate committee will make decisions as soon as possible after an application file is complete. Students will then be notified of their status as soon as possible. Further information about admission requirements can be obtained by writing or calling the English program at (217) 786-6778.

Advising

Because the English program offers a wide range of courses, the graduate major is encouraged to select an adviser as soon as possible. Chosen from among program faculty, advisers assist students in developing appropriate and individualized courses of study. If an adviser is not chosen, one will be assigned. *All students should consult their advisers before enrolling for their last semester of study.*

Grading Policy

Courses in which English students have earned a grade of C or below are not accepted toward the M.A. degree in English.

Course Numbering

Graduate students should complete at least 16 hours at the 500-level in the English program. In addition, graduate students taking 400-level courses are asked to do extra work, such as a critical paper, oral report, or additional reading in primary and secondary sources.

Communication Skills

Completion of ENG 572 Graduate Colloquium satisfies university communication skills requirements. In exceptional cases where the program committee

waives ENG 572, students must make alternate arrangements with the committee in order to fulfill the communication skills requirement.

Program Requirements

ENG 572	4 Hrs.
ENG electives (see below; at least 12 hours must be at the 500-level)	28-36 Hrs.
Public Affairs Colloquia	4 Hrs.
Total	36-44 Hrs.

Students should work closely with their advisers to insure that graduate course work does not duplicate undergraduate work. All M.A. candidates are required to take ENG 572 Graduate Colloquium and should do so as early as possible in their academic careers. The colloquium, offered each fall, introduces the master's candidate to graduate study in English, as well as to the program and its faculty, to university and community facilities, to basic literary concepts and terminology, and to opportunities in the profession. ENG 572 may be waived only by a majority vote of the program committee.

All M.A. candidates in English must complete at least four 500-level courses, including ENG 572. In addition, students must take 1) at least one course that covers a major literary period in English or American literature; 2) at least one course that focuses on a major literary figure; and 3) at least one course that deals with a major literary type (novel, short story, poetry, drama).

As a closure requirement, students may write a traditional master's thesis that must be approved by their graduate committee. In lieu of the thesis, students may choose to refine an extended paper submitted in conjunction with a 500-level course. The revision of the paper must be agreed upon by the student, the adviser, the instructor of the course and the closure committee, which will read and approve the final product. Creative writing students may substitute

original work, again with the approval of the adviser, the instructor of the course, and the closure committee.

All non-thesis students must also complete the closure examination, a three-hour examination covering an important literary work and the significant critical and bibliographical information related to that work. Each academic year, the program graduate committee selects three literary works as the basis for this closure examination and prospective graduates choose one of the works as the basis for their exams. Students should contact their adviser to learn which titles have been chosen in a given year.



Course Descriptions

ENG 311 Literary Study and Research (4 Hrs.)

For undergraduate majors early in their study. Includes basic bibliographical tools and critical perspectives on the study of literature and major issues and controversies in the profession. Offered each semester; various members of the English faculty may contribute.

ENG 375 Expository Writing (4 Hrs.)

Individualized instruction in writing nonfiction. Satisfies university's communication skills requirement for several academic programs.

ENG 400 Major Figures in English Literature to 1700 (4 Hrs.)

Major authors such as Chaucer, Shakespeare, Donne and Milton. Students may earn credit in several sections of 400, but they must study different figures in each section.

ENG 401 The Canterbury Tales (4 Hrs.)

Canterbury Tales, high medieval culture and the social history of England in the period.

ENG 402 Medieval Literature in Translation (4 Hrs.)

Major types and themes of literature that form the strengths of medieval literary culture.

ENG 404 Elizabethan-Jacobean Drama (4 Hrs.)

Shakespeare's contemporaries, including plays by Marlowe, Jonson, Dekker, Webster and Ford.

ENG 408 Renaissance Literature (4 Hrs.)

Nondramatic literature of England in the 1500s. Works of various important continental writers are read in translation.

ENG 409 17th-Century English Literature (4 Hrs.)

Prose and poetry of England in the 1600s, including Donne, Bacon, Milton, Bunyan and Dryden. Special emphasis on the American emigrations and on the evolution of science.

ENG 410 Major Figures in English Literature: 1700 to 1900 (4 Hrs.)

Major authors such as Pope, Blake, Wordsworth and Dickens. Students may earn credit in several sections of 410, but they must study different figures in each section.

ENG 411 The English Novel from Defoe to Austen (4 Hrs.)

Major novelists of the 18th and early 19th centuries, including Defoe, Richardson, Fielding, Sterne, Smollett and Austen.

ENG 412 18th-Century English Literature (4 Hrs.)

Prose and poetry of England in the 1700s, including Pope, Swift, Johnson and Goldsmith. Special emphasis on the Industrial Revolution.

ENG 413 The English Romantics (4 Hrs.)

Major figures from the English Romantic period (1789-1832), including Blake, Wordsworth, Coleridge, Byron, Shelley and Keats.

ENG 414 Poetry and Prose of the Victorian Age (4 Hrs.)

Major poets and prose writers of 19th-century England, including Carlyle, Tennyson, Browning, Arnold and Mill.

ENG 415 The English Novel from Dickens to Hardy (4 Hrs.)

Major novelists of 19th-century England, including Dickens, Thackeray, Eliot, Meredith and Hardy.

ENG 420 Major Figures in English Literature since 1900 (4 Hrs.)

Major authors such as Conrad, Lawrence and Joyce. Students may earn credit in several sections of 420, but they must study different figures in each section.

ENG 421 Modern British Literature (4 Hrs.)

English literature from the end of the 19th century to 1950, including Shaw, Wells, Lawrence, Joyce, Auden and Greene.

ENG 422 Contemporary British Literature (4 Hrs.)

English literature from 1950 to present, including Amis, Thomas, Larkin, Wain, Beckett and Hughes.

ENG 430 Major Figures in American Literature to 1900 (4 Hrs.)

Major authors such as Whitman, Twain, Melville and Hawthorne. Students may earn credit in several sections of 430, but they must study different figures in each section.

ENG 431 The American Novel from Brockden Brown to Henry James (4 Hrs.)

Major American novelists of the 19th century, including Brown, Cooper, Hawthorne, Melville, Crane and James.

ENG 435 American Renaissance (4 Hrs.)

American literature from 1835 to about 1870, including works by Emerson, Thoreau, Hawthorne, Melville, Poe and Whitman.

ENG 436 The American Novel, 1865-1915 (4 Hrs.)

Novels by such writers as Stephen Crane, Theodore Dreiser, Henry James, Mark Twain and Edith Wharton.

ENG 437 American Literary Realism (4 Hrs.)

American literature from approximately 1870-1920, including works by Twain, Dickinson, James, Wharton, Robinson, Crane and Dreiser. Special emphasis on Illinois writers and the Chicago Renaissance.

ENG 438 African-American Literature: Wheatly to Morrison (4 Hrs.)

An examination of the African-American literary heritage, from slave narratives through writers like DuBois, Wright, Baldwin, Hughes, Brooks and Morrison.

ENG 440 Major Figures in American Literature since 1900 (4 Hrs.)

Major authors such as Frost, Hemingway, Faulkner and Mailer. Students may earn credit in several sections of 440, but they must study different figures in each section.

ENG 441 Literature Between the Wars (4 Hrs.)

Fiction of major American writers from 1919 to 1939, including Anderson, Lewis, Wolfe, Fitzgerald, Hemingway, Steinbeck, Dos Passos and Faulkner.

ENG 442 Modern American Novel (4 Hrs.)

Major post-war novelists, including Bellow, Ellison, Malamud and Wright.

ENG 443 Contemporary American Poetry (4 Hrs.)

Present scene in American poetry, including works by John Logan, James Wright, Robert Lowell, Robert Creeley, Allen Ginsberg and John Ashberry.

ENG 445 The Midwestern Novel (4 Hrs.)

Selected novels that illuminate rural, town and urban experience in the Midwest, including works by Howe, Cather, Lewis, Anderson, Farrell and Bel-
low.

ENG 450 Major Figures in European Literature (4 Hrs.)

Major authors such as Cervantes, Tolstoy, Dostoyevski, Goethe, Proust. Students may earn credit in several sections of 450, but they must study different figures in each section.

ENG 455 Literature and the Bible (4 Hrs.)

Biblical literature and its influence on English and American writers.

ENG 459 Greek Mythology and Literature (4 Hrs.)

Classical authors such as Homer, Hesiod, Pindar, Aeschylus, Sophocles and Euripides. Particular emphasis on their influence on later writers such as Ovid, Dante and John Updike.

ENG 460 Themes in Literature (4 Hrs.)

How literary works express such themes as the American Dream, futurism, industrialism, minority experiences and women's roles. Students may earn credit in several sections of 460, but they must study different themes in each section.

ENG 461 Major Women Writers (4 Hrs.)

Novels by such major female authors as Austen, Bronte, Eliot, Woolf and Lessing. See WMS 461.

ENG 465 History of the English Language (4 Hrs.)

Development of the sounds, vocabulary and structure of English from earliest time to the present. Special attention given to American English and to dialects of Illinois.

ENG 470 Creative Writing (4 Hrs.)

Instruction in writing original poetry, novels and short stories. Students may earn credit in several sections of 470, but the focus of each section must be distinct.

ENG 471 Perceptual Writing (4 Hrs.)

Creative writing to increase personal awareness of worlds within and without and to stimulate expression of this awareness in words. A central concern is what encourages creativity, making the course valuable for those who live or work with children.

ENG 472 The Personal Journal (4 Hrs.)

Creative writing course with a reading component of personal journals, including works by Pepys, Boswell, Emerson, Anais Nin, Anne Frank and Maggie Owen. Students keep their own personal journals.

ENG 474 Writing Autobiography (4 Hrs.)

Students shape the materials of their own lives into full or partial autobiographies. Writing is primary, but published autobiographies are also read.

ENG 475 Writing Essays and Reviews (4 Hrs.)

Practice in writing essays, reviews and other forms of short nonfiction, using current periodicals as models and guides.

ENG 476 Storytelling (4 Hrs.)

Development, presentation and critiques of oral narratives in a workshop setting. Some emphasis on classroom applications of storytelling techniques.

ENG 480 Literary Genres (4 Hrs.)

Genres such as science fiction, film, drama and lyric

poetry. Students may earn credit in several sections of 480, but they must study a different genre in each section.

ENG 481 Fantasy (4 Hrs.)
Reality and fantasy in such authors as Lewis Carroll, George MacDonald, C.S. Lewis, J.R.R. Tolkien, Charles Williams and Ursula LeGuin.

ENG 483 Women and the Mystery Novel (4 Hrs.)
The popular fiction genre, with special emphasis on women writers, including Sayers, Christie, Marsh, Cross and James. See WMS 483.

ENG 485 Classics of Children's Literature (4 Hrs.)
Books children read from times when there was no "children's literature," up to modern books written with children in mind. Course encompasses both literature and a social history of children and the family. See CFC 485.

ENG 500 Seminar: Major Figures in English Literature to 1700 (4 Hrs.)
One or two major authors, including significant scholarly research. Students may earn credit in more than one section of 500 but they must study different figures in each section.

ENG 510 Seminar: Major Figures in English Literature: 1700-1900 (4 Hrs.)
One or two major authors, including significant scholarly research. Students may earn credit in more than one section of 510, but they must study different figures in each section.

ENG 520 Seminar: Major Figures in English Literature since 1900 (4 Hrs.)
One or two major authors, including significant scholarly research. Students may earn credit in more than one section of 520, but they must study different figures in each section.

ENG 540 Seminar: Major Figures in American Literature (4 Hrs.)
One or two major authors, including significant scholarly research. Students may earn credit in more than one section of 540, but they must study different figures in each section.

ENG 550 Seminar: Major Figures in European Literature (4 Hrs.)
One or more authors, including significant schol-

arly research. Students may earn credit in more than one section of 550, but they must study different figures in each section.

ENG 570 Advanced Creative Writing (4 Hrs.)
Advanced instruction in writing original poetry novels and short stories. Students may earn credit in several sections of 570, but the focus of each section must be distinct.

ENG 572 The Graduate Colloquium (4 Hrs.)
Introduction to graduate study in literature, well as to the program and its faculty, to university and community facilities, to basic literary concepts and terminology and to opportunities in the profession.

ENG 580 Seminar: Literary Genres (4 Hrs.)
Genres such as creative nonfiction, science fiction, film, drama and lyric poetry, with special emphasis on significant scholarly research. Students may earn credit in more than one section of 580, but they must study a different genre in each section.

ENG 589 Thesis (4 Hrs.)
Students who choose to write a graduate thesis may earn a maximum of four hours toward their degrees.

The following courses are accepted for the program major. Normally, no more than two may apply to the English requirement.

- COM 417 Sign/Symbol Systems in Communication
- COM 511 Semiotics
- COM 535 Narrative in Fiction and Film
- ENS 477 Expressions of American Naturalism
- HIS 404 The American Midwest: A Cultural and Historical View
- LES 456 Law and Literature

Students may petition the program to accept other potentially applicable courses not listed here toward their major in English.

Environmental Studies

M.A. (48 Hrs.)

Faculty — Alexander J. Casella, Edward L. Hawes (emeritus), Malcolm P. Levin, John Munkirs, Charles Schweighauser, Luther Skelton, William D. Warren

Associated Faculty — Gary Butler, Jeanne-Marie Col, Phillip Gregg, Betsy Irwin, Randolph Kucera, William Martz, Robert McGregor, Gary Trammell, Pinky Wassenberg, Peter Wenz

Adjunct Faculty — Thomas F. Long, Richard Leary

The goal of the environmental studies program is to enhance society's ability to create an environmentally acceptable future. Program faculty with diverse backgrounds in the social and natural sciences and in the humanities are committed to developing interdisciplinary approaches to environmental problem solving. The primary objective is to educate citizens and professionals who are aware of environmental issues, their origins, causes, effects and resolutions.

The curriculum is designed in order for students to gain an understanding of ways to balance social and economic needs with environmental realities, learn how to use resources imaginatively for sustained yields and become aware of the role of values in issue formulation and policy making. Objectives to be reached are (1) understanding key environmental problems; (2) enhanced awareness of human dependence on the environment; (3) knowledge of historical roots of environmental problems and impact of human activities over time; (4) skill in stating issues in environmental policies and actions; (5) basic literacy in the natural and social sciences and the humanities as they contribute to an understanding of environmental affairs; and (6) ability to evaluate short- and long-term solutions to environmental problems.

Environmental Studies Minor for Undergraduates

The environmental studies program provides course work for those undergrad-

uates who wish to acquire a basic environmental background. This work is especially valuable for students who desire to investigate environmental issues and perspectives to complement their major and/or who wish to prepare for graduate work in an environmental or related field.

To earn a minor in environmental studies, students must complete a minimum of 16 semester hours, at least eight hours of which must be upper-division course work taken at Sangamon State University. Core courses include ENS 351 Introduction to Environmental Studies and either ENS 446 Concepts of Ecology or BIO 371 Principles of Ecology. Students must complete two of the following elective courses: ENS 411 Midwest Rural Life and Its Roots, ENS 412 World Environmental Attitudes, ENS 418 American Environmental History, ENS 440 Issues in Environmental Studies, ENS 462 Environmental Physical Geography, ENS 464 North America, ENS 467 Environmental Oceanography, ENS 468 Environmental Geology, ENS 474 Environmental Perception, ENS 476 Environmental Ethics, ENS 477 Expressions of American Naturalism. The ENS program may approve up to eight semester hours of lower- and upper-division transfer credit.

Environmental Studies M.A.

The principal emphasis of the M.A. degree in environmental studies is on professional education. There are two major concentrations: environmental administration and environmental planning. In addition,

the curriculum permits individualized courses of study for students who wish to develop a graduate specialty. The program is designed for those persons who intend to enter the job market for the first time, as well as for mid-career professionals.

Faculty believe that decisions affecting human and natural environments require professionals who can understand environmental problems in depth, who have the technical expertise to explore possible solutions and who can plan and execute responsive action programs. Master's candidates are asked to compare and to evaluate data and concepts and to synthesize them using comprehensive systems approaches.

The administration concentration provides skills required for developing policies and for administering laws and regulations. The planning concentration focuses on requisite analytical and technical skills for defining land- and resource-use problems, formulating solutions and selecting and implementing appropriate plans. The individualized course of study permits students to focus on one of the other broad areas that fall within the expertise of program and associated faculty.

Entrance Requirements

Students with a bachelor's degree or the equivalent may enter the graduate environmental studies program. Students must complete ENS 446 Concepts of Ecology or its equivalent. This course can be taken at Sangamon State University as a graduate course and be counted under the professionally related course requirement (see below). Students who have taken an undergraduate course in ecology may waive this requirement.

Advising

During the first semester of study, each student selects a faculty adviser who assists the student in defining objectives, in selecting courses within the framework of con-

centration requirements and in developing the master's thesis or graduate project and internship.

With guidance from the adviser, the student must prepare an educational plan before completing 12 hours of graduate study. The plan is submitted to the program coordinator for approval.

Concentrations

Each student selects one of the following concentrations or the individualized course of study.

Environmental Administration. This concentration prepares people to function effectively in agencies and in organizations with environmental mandates and programs. Students learn about the administration of major federal pollution control laws and their application to specific environmental problems through state and local governments. Students also learn how to work at the interface between environmental policy and its administration on the federal, state and local levels. The concentration provides training in organizational functions and behavior and in administrative theory as it relates to institutions that deal with environmental problems.

Environmental Planning. This concentration provides training in environmental analysis and planning for preservation and use of land and other resources. Students learn to develop and to implement plans and policies that assist in natural and cultural resource management. Several courses provide training in techniques of remote sensing and cartography.

Individualized Environmental Studies. Students whose needs are not met by the above concentrations may develop individualized courses of study. After fulfilling core requirements, students develop a plan that fits their career objectives. There are many areas of study that students may emphasize under this option. The major ones include energy studies, environmental interpretation, environmental economics and risk assessment, water resources, haz-

ardous substances, environmental education, environmental health and environmental history. In addition, students in the planning and administration concentrations usually choose to specialize in one of the preceding areas under the distribution and professionally related courses. (See separate description in this catalog for more detail on the energy studies area of study.)

Program Requirements

The master's degree in environmental studies requires 48 hours of graduate-level work, including two integrative core courses, a seminar and a graduate project or thesis. Detailed requirements vary according to the concentration selected.

Advising information sheets for the two concentrations and for the individualized course of study are available upon request. These advising sheets outline required and suggested courses in each concentration, including core courses, and distribution and professionally related requirements. Requirements are summarized as follows:

Integrative Core 8 Hrs.

All candidates must take two integrative core courses during their first two semesters of study. These are ENS 551 Environmental Natural Sciences, offered in the fall semester, and ENS 552 Environmental Social Sciences and the Humanities, offered in the spring semester.

Concentration Core 12 Hrs.

Twelve hours of course work in this category are required; specific concentration requirements are:

- Environmental Administration: ENS 581 or 582, ADP 502, ADP 503
- Environmental Planning: ENS 401, ENS 402, ENS 501
- Individualized Environmental Studies: Appropriate environmental studies courses are indicated on advising sheets.

Distribution Requirements 8 Hrs.

Students select eight hours of course work involving technical training or advanced environmental analysis in their cho-

sen concentration. Courses satisfying the distribution requirements are indicated on advising sheets for particular concentrations.

Professionally Related Courses 8 Hrs.

Students select eight hours of professionally related courses; examples are listed on the relevant advising sheet.

Seminar in Environmental Studies (ENS 553) 4 Hrs.

Master's Thesis, or Graduate Project and Internship 8 Hrs.

Students may select one of the following exit requirements:

- | | |
|---------------------------------|----------|
| Master Thesis | 8 Hrs. |
| Graduate Project | 4-8 Hrs. |
| Graduate Project and Internship | 8 Hrs. |
| Comprehensive Examination | 0 Hrs. |

M.A. candidates, with the assistance of their advisers and graduate committees, are required to develop a thesis or major graduate project unless they choose the comprehensive examination closure option. For many students, the culminating experience of graduate-level work is a formal thesis. Other students develop a substantial and carefully designed graduate project, such as an interpretive plan for a nature center, an exhibit for a museum or visitors' center, a film or multi-media show with supportive materials, a laboratory research project, or a finished and well-researched draft of environmental legislation or policy. The thesis or project is defended in an oral examination before the graduate committee.

Environmental studies faculty believe that a period of time working in an environmental agency or organization can be a vital part of professional training. Internships are normally carried out in conjunction with a graduate project and may count toward four of the required eight hours of project/internship credit. Students in the Graduate Public Service Internship program may count up to eight hours of their special internship seminar, ADP 460 or 480, to-

ward the internship. Students may arrange to do an internship in association with a thesis, but the full eight hours of regular thesis credit must be taken in addition to those devoted to the internship.

Comprehensive Examination Option

The comprehensive examination option requires 48 hours of graduate courses. No credit is given for the comprehensive examination. The details for this option are as follows:

a. Forty-eight hours of course work will be concluded by a comprehensive examination that will include both written and oral components.

b. The comprehensive examination will be based on all course subjects studied by the student.

c. The student will be responsible for any courses he/she has had waived.

d. The written part of the comprehensive examination will be prepared by the student's adviser in consultation with all of the student's instructors and graduate committee.

e. The written part of the comprehensive examination will be graded by the faculty members on the student's graduate committee. The written examination will be taken on the SSU campus and will require a minimum of six hours on one day. The overall grade on the written examination must be equivalent to B or better. In the event of a lower grade, an opportunity to pass a second comprehensive examination will be offered. In the event of failure of the second comprehensive examination, there is no further opportunity to advance to a graduate degree in the ENS program.

f. The oral part of the comprehensive examination will be conducted by the faculty members on the student's graduate committee. It will be based on the written part of the comprehensive examination. A pass/fail method will be used for the oral.

g. The comprehensive and oral examinations will be recorded on the student's transcript. No credit hours will be given.

h. Students selecting the comprehensive examination must sit for the examination during the semester in which the student completes course work or during the semester immediately following (excluding summer.)

i. Students pursuing an ENS degree prior to the adoption of the comprehensive examination requirement will be accorded this option.

Grading Policy

A maximum of eight hours of C grades is applicable to a degree, provided they are balanced by an equal number of A grade hours.

Student's Educational Plan

Development of an educational plan in a standard format is a key activity on which student and adviser work closely together. The plan indicates the courses for the chosen concentration or area of study. The plan includes a proposal for the thesis or graduate project. Students are expected to demonstrate how the plan is appropriate for their background, aspirations and needs. The program coordinator approves the plan.

Graduate Committee: In consultation with the student, the adviser establishes a graduate committee that reviews the plan and gives final approval. Amendments may be made during the course of study with approval of the adviser. The graduate committee also reviews the completed thesis or final project.

Variances and Waivers: Courses that the student wishes or needs to take are listed in the educational plan; variances sought from requirements must be indicated. Courses in other programs that are not cross-listed or that have been taken at other institutions of higher education must also be listed for consideration by the graduate committee. All variances must be approved by the adviser, program coordinator and the graduate committee.

Energy Studies

Energy studies is a university-wide area of study administered within the School of Public Affairs and Administration. The majority of the course offerings in this area are in the environmental studies program. Most students interested in this area are enrolled as environmental studies graduate students in the individualized concentration. A separate advising sheet is available. Students interested in this area should contact the coordinator of energy studies. (See separate section in catalog for more details.)

Certificate in Environmental Risk Assessment

Risk assessment is a frequently used tool in environmental analysis. The certificate in environmental risk assessment provides students with the professional education necessary to perform risk assessment operations in their agencies and industries. Students will also relate risk assessment methodologies, procedures and results to environmental policies.

Students complete 14-18 credit hours for the certificate: ENS 489 Environmental Risk Assessment, ENS 421 Environmental Economics and ENS 524 Risk Assessment Practicum are required (total of 12 hours). In addition, students select 2-6 hours from ENS 521 Risk Assessment: Air; ENS 522 Risk Assessment: Water; and ENS 523 Risk Assessment: Land.



Course Descriptions

ENS 351 Introduction to Environmental Studies (4 Hrs.)

Basic processes and dynamics of ecosystems and development of societal values pertinent to earth resources. Major environmental questions examined, along with options and implications involved in resolution.

Senior/Graduate

ENS 401 Environmental Planning: Land and Resource Use (4 Hrs.)

Origins of environmental planning; methods of pre-

paring environmental plans including analysis, formulation of land-use policies, design and influences of institutional constraints.

ENS 402 Land Use Planning: Principles and Practices (4 Hrs.)

The procedures and methodologies for preparing land use plans are examined. Analytical tools for evaluating land use planning data are presented. Links between land use and transportation are examined.

ENS 403 Transportation Problems and Planning Procedures (3 or 4 Hrs.)

Primary attention is given to the American metropolitan transportation problem. Basic transportation planning methodologies are presented and transportation energy efficiency is evaluated. Case studies on transportation problems are presented.

ENS 404 Techniques of Environmental Planning: Remote Sensing (2 Hrs.)

Applications of remote sensing that apply to environmental planning are examined. Computer mapping procedures that are relevant to environmental planning are presented.

ENS 411 Midwest Rural Life and Its Roots (4 Hrs.)

Midwest rural culture, as well as contributions of folk and popular cultures of Atlantic seaboard and Europe. Interdisciplinary case studies used to interpret relation of natural environment, buildings, food and farming to social patterns. Field trips required. See HIS 411.

ENS 412 World Environmental Attitudes (4 Hrs.)

Examines human reactions to natural surroundings in a variety of cultural contexts, including ancient Chinese, Celtic, African, Native American and Judeo-Christian. Compares and contrasts attitudes concerning the value of wilderness and the exploitation of natural resources. Considers the problem of understanding nature and our relationship with nature as human beings. See HIS 481.

ENS 413 Historic Environmental Interpretation (4 Hrs.)

Integrative approaches to interpretation of natural and human history for classroom, nature center and museum. Draws upon history, anthropology and psychology. Considers interactions of biology and culture. Uses case studies and field trips.

ENS 414 The Search for Community (4 Hrs.)

Examines communities in various forms: mainstream and alternative, secular, religious and utopian, rural and urban, with emphasis on the Midwest. Dream proposals and practices are compared to understand roots, effects and possibilities. Includes field trips. See HIS 458.

ENS 415 Mornings at Clayville (2 Hrs.)
Practicum in historical and environmental interpretation at Clayville Rural Life Center. Students take part in a program for fifth-graders, working with children in cooking, gardening and other activities of the 1850s. Written work required. See HIS 472.

ENS 417 Museum and Society (2 Hrs.)
Ways museums have been used since the 1800s and the functions they serve today. Consideration of indoor and outdoor history, art, folklore and science museums. Focus on use as learning resources with analysis of problems in communicating realities. See HIS 407.

ENS 418 American Environmental History (4 Hrs.)
Thematic and chronological approach to American land and natural resource use since 1600, including interactions of political institutions, governmental policies, technologies and beliefs. Focus on conflicts between exploitation and conservation. See HIS 418.

ENS 419 Historic Environmental Preservation (4 Hrs.)
Consideration of preservation policies and their applications in planning. Survey of history of preservation movements and of American architecture and landscape. Reviews current preservation technologies. Case studies of politics and economics of preservation. Field work required. See HIS 405.

ENS 421 Environmental Economics (4 Hrs.)
Basic theoretical tools necessary to examine current environmental problems from an economic standpoint. Covers externalities, cost assignment and environmental problems associated with economic growth. See ECO 474.

ENS 422 Energy Resource Economics (4 Hrs.)
Production, consumption and distribution of both static and dynamic energy resources. Examines the problems of economic growth, environmental issues and energy policy in energy development. Calculation on benefit-cost of conservation investment included.

ENS 431 Energy Resources and Technology (4 Hrs.)
Basic concepts of technological energy systems, historical use, current practices, future potential and ultimate limitations, including economic and energy efficiency considerations. Comparison of centralized (hard) and decentralized (soft) technologies.

ENS 433 Energy and the Environment (4 Hrs.)
Relation of energy principles to environmental affairs. Energy as the ultimate resource and considerations of its uses as basis for environmental analysis.

Systems analysis used for analyzing environmental problems and planning practical applications of energy policy.

ENS 434 Solar Energy: Principles and Applications (4 Hrs.)
Physics of solar radiation; applications of solar energy in heating, cooling, electric power generation; economics of solar energy technology; environmental factors; and survey of present commercial applications. Emphasis on active rather than passive solar designs.

ENS 437 Energy Conservation Technology: Buildings and Solar Architecture (4 Hrs.)
Theory and practice of reducing building energy consumption with emphasis on residences, including heat principles, solar gain, heat radiation, building structure, insulation, infiltration, heating systems, renovation practices and economics, solar retrofitting and energy auditing.

ENS 440 Issues in Environmental Studies (1-4 Hrs.)
Examines a variety of environmental issues such as climatic change, conservation, and energy and resource management. Environmental studies graduate students may not use this course for satisfying program requirements.

ENS 444 Aquatic Biology (4 Hrs.)
Microscopic and macroscopic aquatic animals and plants including ecology, functional morphology and some taxonomy. Field experience is an integral part of the course.

ENS 445 Biology of Water Pollution (4 Hrs.)
Effects of organic wastes, industrial chemicals and thermal discharges on river fauna and flora; waterborne diseases; detection and measurement of water pollution. Several Saturdays or weekend field trips required.

ENS 446 Concepts of Ecology (4 Hrs.)
Structure and function of ecological systems, including basic ecological principles and concepts, habitat analysis with focus on populations in terrestrial and aquatic ecosystems, and collection and analysis of biological data. Laboratory work required.

ENS 447 Environmental Chemistry (4 Hrs.)
Use of chemical principles in understanding processes that occur in the environment. Ecological problems of a chemical nature are analyzed. See CHE 431.

ENS 448 Environmental Toxicology (4 Hrs.)
Study of effects of toxic chemicals on the environment. Included are sources, transport, chemical behavior and toxic mechanisms of environmental pollutants. See CHE 465.

ENS 462 Environmental Physical

Geography (4 Hrs.)

Physical elements of the landscape with attention to climate and weather, water balance, landforms, soils and vegetation. Interrelationships between environmental elements and influence on changing natural landscape and environmental problems.

ENS 464 North America (4 Hrs.)

Cultural, economic and physical patterns of North America with evaluation of regional characteristics and problems. Selected applications of regional planning techniques.

ENS 467 Environmental Oceanography (4 Hrs.)

Environmental aspects of oceans, including their origins; ocean floor geology; properties of sea water; tides, currents and waves; beaches; estuaries; basic aspects of marine ecosystems; and resources of marine environments. Environmental problems stressed.

ENS 468 Environmental Geology (4 Hrs.)

Relationships between humans and the geological environment, utilizing examples from midwestern natural history as case studies. Topics include geologic principles, ground water, energy, minerals, mining, pollution and preparing decisions regarding the geologic environment.

ENS 474 Environmental Perception (4 Hrs.)

Perception of and responses to natural environments. Analysis of the eye and other senses as perceptual systems, landscape interpretation, concepts of aesthetics, and environmental metaphors, images and symbols.

ENS 476 Environmental Ethics (4 Hrs.)

Consideration of evolution of human ethical systems and the resulting lived-in environment, advent of a uniquely American ethical system, contemporary ecological consciousness, emergent life-affirmative ethic and utopian or dystopian planetary realities.

ENS 477 Expressions of American Naturalism (4 Hrs.)

Historical and literary sources, with artistic representations, in chronological order, to uncover growth and change of American attitudes toward the natural environment. Selections from Jefferson, Cooper, Audubon, Emerson, Thoreau, Whitman, Cather, Sandburg, Frost and others.

ENS 481 Water Resource Policy and Administration (4 Hrs.)

Water needs; water hazards such as flooding, erosion and drought; water in ecosystem maintenance; and water/energy relationship with regard to present and potential policies.

ENS 482 Solid Waste: Technology and Policy (4 Hrs.)

Solid waste handling, recovery, recycling and conservation in light of Federal Resource Conservation and Recovery Act.

ENS 483 Environmental Policies: National Environmental Policy Act (4 Hrs.)

In-depth study of the Environmental Impact Statement (EIS) process in the National Environmental Policy Act. Case studies analyzed; EIS on new projects researched and written.

ENS 484 Environmental Policies: Air Quality (2 Hrs.)

Clean Air Act of 1989 and amendments and their effect on improving air quality. Analysis of administrative procedures, standards and regulations, as well as case studies.

ENS 485 Environmental Policies: Water Quality (2 Hrs.)

Clean Water Act of 1987 and amendments and their effect on water quality. Analysis of administrative procedures, standards and regulations, as well as case studies.

ENS 486 Hazardous Substance Control (4 Hrs.)

The nature of the threat of hazardous substances in the post-World War II era is reviewed. Laws, regulations and enforcement procedures are studied, and present and potential public policy solutions are considered.

ENS 488 Environmental Law (4 Hrs.)

Surveys the major federal statutes and regulatory schemes relating to environmental quality; analyzes and compares the contrasting approaches to regulation that have been used. Focuses on the interaction of law and policy and considers the roles of Congress, the regulatory agencies and the courts in defining and implementing environmental mandates. See LES 484.

ENS 489 Environmental Risk Assessment (4 Hrs.)

Introduction to the many aspects of risk assessment, the relationship between risk assessment and public policy and the perception of risk. Students will be expected to work out elementary problems in risk and exposure assessment.

Graduate Courses

ENS 501 The Development of Planning Theory (4 Hrs.)

Development of a paradigm where planning theory is examined from an evolutionary perspective, with focus on conceptual elements that have influenced formulation of goals and objectives in city and regional planning. Seminar method used.

ENS 503 Implementation of Environmental Planning (2 Hrs.)

Techniques and tools for managing land and other

environmental resources are considered. Topics include zoning, subdivision regulations, planned unit development, site planning and transfer of development rights. Economic incentives regarding the implementation of community comprehensive plans are considered. Prerequisites: ENS 401, or ENS 402.

ENS 511 Museum/Historic Sites

Methods (4 Hrs.)
Collection management and conservation, research and registration, interpretive and educational programming, exhibit preparation and administration. Explores collection development practice in the past and current concept of collecting "today for tomorrow." Utilizes indoor and outdoor museums. See HIS 511.

ENS 521 Risk Assessment: Air (2 Hrs.)
Course will investigate assessment methodologies of airborne pollutants. Case studies and extant data will be considered. Prerequisite: ENS 489.

ENS 522 Risk Assessment: Water (2 Hrs.)
Course will investigate risk assessment methodologies of waterborne pollutants. Case studies and extant data will be considered. Prerequisite: ENS 489.

ENS 523 Risk Assessment: Land (2 Hrs.)
Course will investigate risk assessment methodologies of land pollutants. Case studies and extant data will be considered. Prerequisite: ENS 489.

ENS 524 Risk Assessment Practicum (4 Hrs.)
Subject matter to include identification and assessment of hazardous and toxic materials, site assessment, cleanup and management strategies and legal, policy and economic applications in a real situation using extant data. This is the final course in the risk assessment sequence. Prerequisites: ENS 489 and ENS 421.

ENS 531 Appropriate Energy Technology: Theory and Applications (4 Hrs.)
So-called "appropriate technologies" (such as solar, wind and biomass) from perspective of technological and economic applicability and social impact. Detailed analysis of hard versus soft energy paths and their consequences.

ENS 532 Photovoltaics and the Solar-Hydrogen Economy (4 Hrs.)
The generation of energy from light and natural motion, the conversion of energy to hydrogen, and the storage and transportation of energy in the hydrogen molecule is studied and considered in technical, political and economic context. The Solar-Hydrogen Economy is used as a case example of developing new high technology energy sources. Public policy implications are stressed.

ENS 533 World Oil Resources (2 Hrs.)
A review of the world oil situation including historical background, the evolution and current status of

OPEC, world oil reserves and production, political economy of oil and future prospects. Each student will select a specific issue area for intensive work. Seminar style will be utilized. Prerequisite: ENS 431, or permission of instructor.

ENS 534 Coal Resources and Technology (2 Hrs.)
Review of world coal resources and technologies. Includes historical background, current coal resource base, new coal technologies and future prospects. Focus on environmental issues. Students will select a specific issue area for intensive work. Seminar style will be utilized. Prerequisite: ENS 431, or permission of instructor.

ENS 540 Topics in Environmental Studies (1-4 Hrs.)
Intensive study of a current environmental issue. Description of topic for a given semester will be stated in course schedule. Course may be repeated for any indefinite number of credit hours, but topic must differ.

ENS 544 Agroecosystems: An Ecological Analysis (4 Hrs.)
Research-oriented exploration of past, present and future agricultural practices interpreted through application of current ecological concepts. Prerequisite: Ecology course, or permission of instructor.

ENS 551 Environmental Natural Sciences (4 Hrs.)
Scientific knowledge required to understand and to solve environmental problems. Basic concepts of geology, physics, chemistry, biology and ecology explored to bring the biological and physical world into perspective as an integrated continuum of structures, processes and functions.

ENS 552 Environmental Social Sciences and the Humanities (4 Hrs.)
Concepts and methods of anthropology, history, economics, political science, psychology, geography and literature explored in integrative fashion. Focus on understanding processes, patterns and alternatives of relationships of society to bio-physical world.

ENS 553 Seminar in Environmental Studies (4 Hrs.)
Experience in research methodologies and design using case studies. Students pursue work on their thesis or project design. Formal presentation required.

ENS 571 The Sangamon River Valley: A Sense of Place (6 Hrs.)
In-depth study of natural and human histories of the Sangamon River Valley; extensive use made of local materials, resource people and field experience. For elementary, middle and high school teachers, teachers-in-training and teachers-to-be.

**ENS 581 Environmental Policy
and Administration (4 Hrs.)**

Environmental policy development and implementation utilizing in-depth integrative approaches. Seminar method used.

ENS 582 Energy Policy and Planning (4 Hrs.)

Planning methodology and theory with regard to technological imperatives and policy potential. Energy systems examined in administrative and public policy context, including effect on natural and human-made environments.

Research

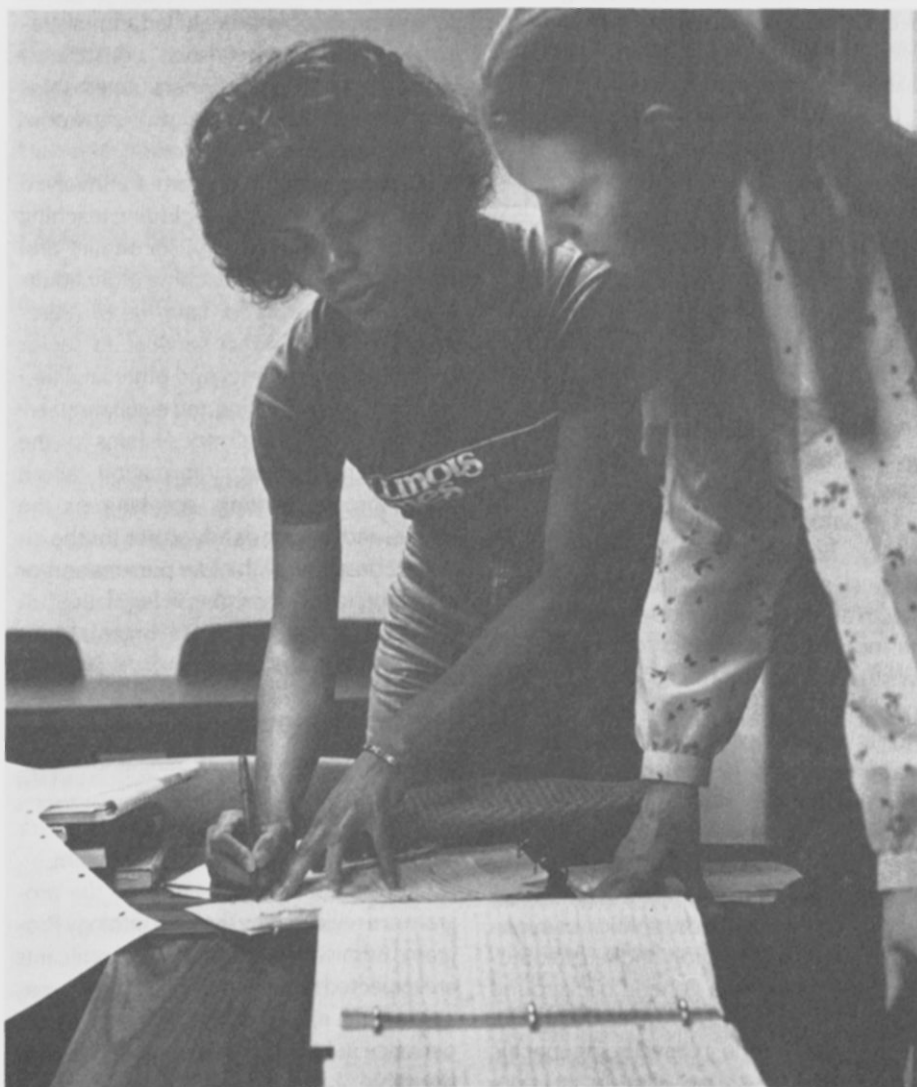
ENS 500 Graduate Research (1-4 Hrs.)

Advanced investigation of specific interaction between people and environment. Student must have permission of the environmental studies program faculty member under whom the work will be done. Substantial research paper required for credit; maximum of eight hours may be applied toward M.A. degree.

ENS 510 Thesis (1-8 Hrs.)

ENS 520 Graduate Project (1-8 Hrs.)

ENS 530 Internship (1-4 Hrs.)



Gerontology

M.A. (44 Hrs.)

Faculty — Jeffrey A. Chesky, Rosamond Robbert

Associated Faculty — Harry Berman, Robert Crowley, Cullom Davis, Steven A. Egger, Karen Kirkendall, John Munkirs, Proshanta Nandi

Adjunct Faculty — C. Jean Blaser, Kathleen Campbell, Ezio Giacobini, Josephine Oblinger, David Spencer

Gerontology is the study of aging — the specific changes that occur in older individuals as well as the broader psychosocial and health issues confronting them.

One out of every nine Americans is age 65 or older; the age group 75 and over is the fastest growing segment of society. These demographic facts raise important questions about health care, social services, Social Security, education and employment opportunities and about the quality of life of the older population. Gerontology brings together a number of disciplines — anthropology, biology, economics, history, law, medicine, nursing, psychology and sociology — all of which are involved in issues of aging.

Gerontology is, therefore, multidisciplinary: Biology investigates the physiological processes of aging, the gradual growth and decline of body functions and the increasing probability of disease and eventual death. Psychology explores emotional stability and changes in intellectual and emotional processes, coping and adaptive behavior and self-concept — personality traits through which people express themselves as they age. Sociology studies roles and responsibilities in situations where older persons interact with others, such as family, education, politics, community, occupation, religion and leisure. Students are provided a generic background that builds upon undergraduate disciplines and permits latitude in developing specific career interests.

Such graduate-level education prepares professionals to become skilled administrators, planners, supervisors, consultants, instructors and practitioners. Internships provide opportunities to put classroom learning into practical operation.

Graduates of the program are involved in a variety of activities, including teaching gerontology to university, secondary and elementary students; teaching older adults or others preparing for later life or retirement; providing direct services to senior centers, nursing homes and other facilities; planning, administering and evaluating services and service-delivery systems for the elderly; transmitting information about aging through writing, speaking or the media, and serving as advocates for the elderly; consulting with older persons and/or their families; and assisting in legislative bodies and public or private organizations which serve older persons.

Entrance Requirements

1. Gain admission to Sangamon State University with graduate status.

2. Apply to the gerontology program for admission to the M.A. degree program.

Applications for admission to the program are reviewed by the Gerontology Program Admissions Committee. Applicants are expected to have undergraduate preparation in the natural and social sciences. Experience in health or social services is also desirable.

Advising

Advising in the gerontology program provides an individual approach to the academic and professional development of each student. Upon admission to the program, each student is assigned a temporary adviser for assistance with academic planning; thereafter, students choose an adviser from the gerontology program or associated faculty. Among other things, the adviser serves as the chairperson of the student's master's project committee.

Grading

Students are required to maintain an overall grade average of 3.0, with no more than one grade below B- in a gerontology core course.

Program Requirements

The master's degree in gerontology requires successful completion of 44 semester hours of course work. Of the total, 16 hours are required core courses, 20 hours are electives, four hours are an internship and four hours are the M.A. project. Course substitutions are possible based upon previous course work and/or experience; students should consult their adviser. Students who do not have an introductory gerontology course are required to take GER 402 Perspectives on Aging. This four-hour course is a prerequisite and may not be counted in the overall hours for the degree.

Course requirements are as follows:

Multidisciplinary Core Courses

GER 501 Biology of Aging	4 Hrs.
GER 502 Psychology of Aging	4 Hrs.
GER 482 Aging and the Social Services	4 Hrs.
GER 587 Professional Seminar	4 Hrs.
<i>Total Core</i>	<u>16 Hrs.</u>

Other Requirements

GER 580 Gerontology Internship	4 Hrs.
GER 588 M.A. Project	4 Hrs.

Electives

<i>Total Other</i>	<u>20 Hrs.</u>
<i>Total</i>	<u>28 Hrs.</u>
	44 Hrs.

Electives

The 20 hours of electives may be used to develop a particular specialization within gerontology, such as administrative service, counseling, education, health service, long-term care or program planning and evaluation. Students choose specialization electives with the assistance of the adviser and in consultation with faculty from other relevant programs. Four hours of elective credit may be earned by a second registration in GER 580 Gerontology Internship.

Master's Project

In addition to completing required course work, all M.A. candidates must complete a master's project developed jointly with the adviser and the M.A. project committee. Following specific guidelines, the project may be a workshop, thesis, problem-solving exercise or similar closure experience.



Course Descriptions

GER 402 Perspectives on Aging (4 Hrs.)
Overview of disciplines related to the field of aging, including perspectives of biology, psychology, economics and sociology, as well as newly developing areas of gerontology.

GER 412 Retirement (4 Hrs.)
Major psychological and social policy issues relating to retirement, including mandatory versus flexible retirement policies, early retirement trends and economics of aging. See CFC 483.

GER 422 Long-Term Care Administration (4 Hrs.)
Theory, philosophy and behavioral aspects of administration and management of long-term care facilities. Role of administrators relative to management, community activities, public relations, ethical practices, licensure, and state and federal agency requirements. See HSA 422.

GER 442 Legal Advocacy for the Elderly (4 Hrs.)
Laws and legal problems having greatest impact on the elderly; analysis of tools and techniques available to the advocate. See LES 442.

GER 447 Moral Dilemmas in Health Care (4 Hrs.)

Applicability of traditional ethical standards to currently controversial issues in health professions, such as allocation of scarce medical resources, honesty with dying patients, informed consent from patients, psychosurgery and euthanasia. Students are encouraged to further develop and understand their own value orientation and come to better appreciate those of others. See PHI 447, HSA 466.

GER 456 Aging, Nutrition and Health (4 Hrs.)

Relationship between nutrition and health in the elderly, including nutritional requirements in aging, nutrition and longevity, nutrition in disease (e.g., cardiovascular disease, cancer, diabetes) and additional topics.

GER 463 Death, Dying and Bereavement (4 Hrs.)

Social structures, attitudes, beliefs and values about death, dying and bereavement in contemporary American society as well as in other societies and other time periods will be considered. Medical, legal, religious and psychological issues in relation to death, dying and bereavement will be considered. Not recommended for persons recently bereaved. See SOA 463.

GER 469 Biomedical Problems in Aging (4 Hrs.)

Etiology and treatment of medical problems of the aged, such as cardiovascular disease, metabolic diseases (osteoporosis, diabetes, Parkinson's disease) and neurobiologic diseases (dementia and depression). Topics include nutrition, exercise, sleep disorders, alcoholism and pharmacology.

GER 475 Economics of Aging (4 Hrs.)

The demographic, political and economic realities that influence retirement trends. Specific emphasis is placed on who retires and why, who pays and why, and debunking myths such as the inability of our economic system to support larger numbers of retirees.

GER 482 Aging and the Social Services (4 Hrs.)

Process and condition of being aged, together with social services that operate to lessen problems of aging. Evaluation of services, attitudes and policies that inhibit or promote service delivery. See CFC 482.

GER 484 Introduction to Nonprofit Management (2 Hrs.)

An introduction to managing nonprofit organizations, including the history of nonprofit organizations, their role in society, and the role of volunteers and philanthropy. See CFC 484.

GER 489 Managing the Community/Nonprofit Organization (4 Hrs.)

Overview of management field as it pertains to community organizations, including communications, development of professional and non-professional staff, budgeting and marketing for not-for-profit organizations. Focus orients participants to manageri-

al environments of organizations and provides experimental opportunities to develop managerial skills. See MGT 489.

GER 501 Biology of Aging (4 Hrs.)

Comparative view of biological changes and aging, with emphasis on humans and other mammals; theories of aging; genetic and environmental factors in longevity and aging; age-related changes in human organ systems (e.g., cardiovascular, nervous, respiratory); and pathobiology of aging.

GER 502 Psychology of Aging (4 Hrs.)

Foundation in psychology of adult development and aging, with emphasis on theories, methodologies and research findings. Focus on cognitive, social, psychological and mental health aspects of aging. See CFC 568.

GER 503 Sociology of Aging (4 Hrs.)

An examination of the process of aging in American society. Major consideration will be given to theories of aging and the social implications of age grading, the meaning of work and retirement and the status and roles of the elderly.

GER 510 Oral History Methods (2-4 Hrs.)

Mastery of oral history technique, including interviewing, transcription and editing. Includes technical and conceptual literature, collateral fields and professional concerns. Student work added to SSU oral history collection. See HIS 510.

GER 511 Cross-Cultural Studies in Gerontology (4 Hrs.)

Concepts of aging in various cultures, including cultural responses to aging and various support services for older persons.

GER 521 Alzheimer's Disease and Related Disorders (4 Hrs.)

Focuses on the medicalization of dementia in contemporary and historical perspectives. Students examine multiple issues related to Alzheimer's disease as a social and medical problem.

GER 532 Counseling the Adult/Aged (4 Hrs.)

Counseling techniques and related problem-solving strategies for helping adults in society. Variety of solutions proposed to alleviate problems troubling adults.

GER 551 Policies and Programs for the Elderly (4 Hrs.)

Review of local, state and national policies with respect to allocation of monies and development of programs for older persons. Policies and programs analyzed in relation to current needs and projected future service requirements. Prerequisite: GER 482.

GER 565 Experimental Gerontology (1-4 Hrs.)

Laboratory projects dealing with age-related changes in biological systems.

GER 580 Gerontology Internship (4 or 8 Hrs.)

Internship in a setting providing services, directly or indirectly, for older persons. Experience is related to career interests of student. May be repeated for a maximum of eight hours.

GER 581 Seminar on Adult Development and Aging (4 Hrs.)

Recent contributions to the understanding of adult development and aging which draw on psychoanalytic concepts. Includes the formation of sexual identity, ego development over the life course, mid-life crisis in men and women, late onset psychopa-

thology and successful aging. See CFC 581.

GER 587 Professional Seminar (4 Hrs.)

Includes grant writing, research design, evaluation, basic statistics and ethics.

GER 588 M.A. Project (1-4 Hrs.)

Developed jointly with adviser and master's project committee. Following specific guidelines, the project may be a workshop, thesis, problem-solving exercise or similar closure experience.

GER 599 Independent Study: Tutorial (1-4 Hrs.)

Opportunity for individualized learning.



Health Services Administration

B.A. (60 Hrs.) M.A. (48 Hrs.)

Faculty — Augustine Agho, Shahram Heshmat, Kathleen Vinehout

Associated Faculty — Hugh Harris, Michael Quam

The health services administration program prepares students for entry into positions in health administration, policy analysis, program development and service coordination in health services organizations. The program broadens, updates and sharpens health administrative knowledge and skills for individuals currently employed in the health field.

The Bachelor's Degree

The health field in the United States today encompasses more organizations, spends more dollars and employs more people than any field except construction. With expenditures for health currently over 10 percent of our gross national product, new emphasis is being placed on the need for coordination and competent management of health system resources. The health services administration program at Sangamon State University focuses on this need for skilled health system managers. The B.A. degree particularly emphasizes the development of job entry managerial skills.

Competent and knowledgeable persons are needed in public and private health service organizations, financing organizations, health planning organizations, governmental regulatory agencies, professional groups, funding organizations, voluntary health organizations, trade associations and public health agencies.

Entrance Requirements

Admission to the health services administration program is granted by the program faculty and requires prior admission to the university. Students wishing to enter the

program at the undergraduate level should consult with a member of the HSA faculty well in advance of anticipated enrollment.

The student seeking admission to the undergraduate health services administration program must meet the university entrance requirements. In addition, the student must submit two letters of recommendation from employers, peers or educators, a professional goal statement and a copy of all college and university transcripts. Admission to the program is based on the student's entire record with no one aspect of the record given decisive weight.

Prospective students are strongly encouraged to obtain application information well in advance of their first term of study. Completed applications should be received four weeks prior to the beginning of the semester in which the student intends to enroll. Application materials may be obtained from and should be returned to: Admissions Committee, Health Services Administration Program, Sangamon State University, Springfield, IL 62794-9243.

Advising

Students should consult a health services administration faculty member before registering for the first time. A permanent adviser from among the program faculty should be chosen before the end of the first semester of study. All students must consult with their advisers prior to registering for each semester of classes. A student may elect, at any time, to select another adviser. Undeclared majors may register for HSA courses only with permission of the instructor.

Students who are employed full time are strongly urged to take no more than eight hours of course work per semester.

University Requirements

Students are required to complete a minimum of 12 semester hours of university requirements in the areas of liberal studies colloquia, public affairs colloquia and applied study. These hours must include at least four (4) hours in each of at least two (2) of these areas.

Program Requirements

Program requirements for the B.A. degree are distributed as follows:

Required HSA Courses

HSA 301 Introduction to Health Services	4 Hrs.
HSA 325 Social Dimensions of Illness	4 Hrs.
HSA 335 Modern Hospital and Administrative Process	4 Hrs.
HSA 341 Organizational Behavior in Health Care Institutions	4 Hrs.
HSA 371 Computers and Decisions in Health Care Management	4 Hrs.
HSA 435 Health Care Systems Financial Management	4 Hrs.
HSA 451 Health Planning	4 Hrs.
	<u>28 Hrs.</u>

Required Generic Courses

Accounting (ACC 311)	4 Hrs.
Economics (ECO 315)	4 Hrs.
Statistics (HSA 309, ECO 313, MSU 321)	4 Hrs.
	<u>12 Hrs.</u>

University Requirements

Electives (300- or 400-level courses approved by adviser)	8 Hrs.
Total	<u>60 Hrs.</u>

Waiver Rules

Upon formal petition to the HSA program committee through the student's adviser, any of these required courses may be

considered for waiver as justified either by previous academic course work or by work experience that demonstrates competence in the subject matter. A waiver request is considered only in terms of substitution of other course work and not for waiver of hour requirements.

Accounting, economics, and statistics requirements are only waived by the program when an individual has achieved a B grade or better in a previous principles course at the lower-division or community college level. A grade of C is insufficient for waiver unless earned at the upper-division level.

Applied Study

The applied study term (AST) offers an excellent opportunity for students to gain experience related to the HSA degree. Students currently pursuing careers in the health field can consider the career AST option, which encourages self-assessment of career goals and the skills and knowledge necessary for professional growth.

Many variations are possible in the time distribution and employment setting. Students have worked in hospitals, voluntary health organizations, government agencies, long term and ambulatory care facilities, health maintenance organizations and for physicians, lobbyists, executives, legislators, administrators and public health workers.

Students may register for the AST only after sufficient course experience in health administration. The following courses must be completed prior to AST registration: HSA 301, HSA 325, HSA 335, HSA 341.

Communication Skills Assessment

Communication skills are considered a fundamental aspect of administration. Mastery of basic communication skills is required for completion of the undergraduate degree. Writing and speaking abilities are assessed in each HSA course. The applicant's writing competency is assessed in-

initially through the goal statement submitted to the admissions committee. Each HSA student is required to demonstrate written communication skills competency through the completion of a required writing assignment in HSA 301 Introduction to Health Services. This course is the entry level HSA undergraduate course and must be taken in the first year of study.

Library Skills Assessment

Every HSA major must participate in an instructional series on library usage and library skills as a part of HSA 301. Exemption from this requirement is available only through adequate demonstration of equivalent competencies, such as completion of a previous library skill or a research course.

Computer Competency Requirement

All health services administration majors must document basic computer skills literacy relevant to their future administrative careers. All students who cannot document via prior course experience, work experience or the credit for prior learning process the program's expected level of literacy, must successfully complete HSA 371 Computers and Decisions in Health Management. The computer skills requirement is a prerequisite non-degree credit course for graduate students.

Health Services Administration Minor

To earn a minor in health services administration, students must complete a minimum of 16 semester hours, at least eight hours of which must be upper-division course work taken at Sangamon State University. Transfer credit is evaluated on a case-by-case basis using the student petition process.

Students must complete a core course, HSA 301 Introduction to Health Services, and 12 semester hours of elective courses. One elective course must be completed in each of three groups.

Group 1 includes HSA 325 Social Dimensions of Illness, HSA 421 Community Health Organizations, HSA 451 Health Planning and HSA 465 Cross-Cultural Perspectives on Health.

Group 2 includes HSA 335 Modern Hospital and Administrative Process, HSA 341 Organizational Behavior in Health Care Institutions, HSA 422 Long-Term Care Administration and HSA 425 Public Health Administration.

Group 3 includes HSA 371 Computers and Decisions in Health Management, HSA 435 Health Care Systems Financial Management and HSA 488 Health Economics.

Students should consult with an HSA faculty member in designing and meeting the requirements for a minor.

The Master's Degree

The graduate program in health services administration provides the student opportunities for advanced work in the areas of health finance and economics, health administration and planning, and health care organization and policy. Students can select electives that provide additional skills or prepare the student for a particular setting in health care.

Entrance Requirements

The student seeking admission to the health services administration graduate program must meet the university's entrance requirement for graduate study. The student must also (1) submit one letter of recommendation from an employer, peer or educator; (2) submit a professional goal statement; (3) forward a copy of all college and university transcripts; and (4) if available, forward scores of the Graduate Record Exam (GRE). Students are expected to have a GPA of not less than 3.0 (4.0 scale) in their upper division undergraduate work. Admission to the program is based on the student's entire record with no one aspect of the record given decisive weight.

Applicants must have earned the equivalent of a grade of B or better in basic principles course in each of the following areas: computers, accounting, economics and statistics. Entry requirements may be fulfilled by taking introductory courses while enrolled at Sangamon State University. Students without prerequisite course work may be given provisional admission status. The four prerequisites must then be completed by the end of the first year of graduate enrollment (or completion of 16 hours). Prerequisite credit is not applicable to the 48 credit hours required for completion of the master's degree.

Prospective students are strongly encouraged to obtain application information well in advance of their first term of study. Completed applications must be received four weeks prior to the beginning of the semester in which the student intends to enroll. Application materials may be obtained from and should be returned to: Admissions Committee, Health Services Administration Program, Sangamon State University, Springfield, IL 62794-9243.

Advising

Students should consult a health services administration faculty member before registering for the first time. A permanent adviser from among the program faculty should be chosen before the end of the first semester of study. All students must consult with their advisers prior to registering for each semester of classes. A student may elect, at any time, to select another adviser. Undeclared majors may register for HSA courses only with permission of the instructor.

Students who are employed full-time are strongly urged not to enroll in more than eight hours of course work per semester.

Grading

No C grade will be accepted for credit toward the M.A. degree in health services administration.

Communication Skills Assessment

M.A. degree candidates are expected to demonstrate competency in communication skills. These skills are developed and measured in the laboratory and research work included in HSA 501 and HSA 557. Completion of these courses satisfies the university communication skills requirement.

Program Requirements

Program requirements for the M.A. degree are distributed as follows:

Required HSA courses

HSA 501 Health Care Organization	4 Hrs.
HSA 509 Quantitative Analysis for Health Managers	4 Hrs.
HSA 515 Financial Management	4 Hrs.
HSA 518 Graduate Seminar in Health Economics	4 Hrs.
HSA 545 Medical Sociology	4 Hrs.
HSA 556 Leadership and Human Resource Management	4 Hrs.
HSA 557 Program Evaluation for Health Managers	4 Hrs.
HSA 561 Integrative Seminar	4 Hrs.
Total	32 Hrs.

Electives

500-level electives	8 Hrs.
400- or 500-level	8 Hrs.

(Electives must be approved by the student's adviser. The selection of electives should justify a particular emphasis or expertise in the student's course of study.)

Total	48 Hrs.
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Graduate students who have already taken the equivalent of any required course are required to substitute four semester hours of appropriate graduate course work approved by their adviser in writing. All waivers not granted at admission must follow the established procedure for student petitions.

M.A. Degree Program Evaluations

All M.A. students must be evaluated for demonstrated academic deficiencies by their adviser before any credits beyond 16 hours will be counted toward the M.A. degree. Normally, this assessment for full-time students would occur after one semester and for part-time students within two semesters.

The program adheres to university policy that limits the time for degree completion to five years for an M.A. degree. Students will be dropped from candidacy if all degree requirements are not met by the end of the fifth year following acceptance into the program. Appeals for extension must be filed with the program committee but are rarely granted.

Graduation Requirements

Students without any sustained practical experience or employment in health services must complete at least four credit hours of internship. Credit is achieved through HSA 589 Graduate Internship. The adviser should be consulted regarding a timetable.

Students completing a thesis as an optional elective must include HSA 578 Thesis Readings and Critique, HSA 579 Thesis Methods and Design and HSA 580 Thesis Research. The thesis is original research employing any one of several possible methodologies and problem-solving approaches. The thesis must be approved by a three-member faculty committee. Because of the rigorous and time-consuming nature of the thesis, full-time students should consult their advisers before the close of the second semester of study. Part-time students should consult their advisers about thesis work before completing 24 hours of graduate course work. This will help ensure timely completion of the research.

All students who do not complete a thesis are required to complete HSA 561 Inte-

grative Seminar. This is a final course, offered each spring, that should be taken immediately prior to graduation.



Course Descriptions

HSA 301 Introduction to Health Services

(4 Hrs.)

A survey of the health care delivery system in the United States. Designed to acquaint beginning health services administration students with key markets in the health care industry. Emphasis on current forces that shape the health care system and affect administrative efforts to ensure quality, availability and access to health care while containing costs. Prerequisite: Permission of instructor for undeclared majors.

HSA 309 Biostatistics

(4 Hrs.)

Applied statistics and concepts of measurement in health care settings. Descriptive and inferential methods. Emphasis on decisions that are appropriate and commonly made by health care managers using statistical analyses.

HSA 325 Social Dimensions of Illness

(4 Hrs.)

Nonclinical background to the nature of illness and disease. Understanding and application of epidemiological terminology, biostatistics of disease and epidemiological factors relating to major acute and chronic disease categories. Changing social character and distribution of disease in contemporary America, especially rural-urban differences. Prerequisite: Completion or concurrent enrollment in HSA 301. See SOA 325.

HSA 335 Modern Hospital and Administrative Process

(4 Hrs.)

Structure and function of health care organizations as a socio-technical system and the administrative processes of planning, controlling, directing, staffing and coordinating. Basic organization of the general acute hospital operation including functions of board of directors, medical staff organizations and the hospital administrator. Current methods and techniques used to administer hospitals. Prerequisite: Completion or concurrent enrollment in HSA 301.

HSA 341 Organizational Behavior in Health Care Institutions

(4 Hrs.)

Understanding interpersonal relations and group dynamics as they affect managerial decisionmaking and organizational effectiveness within health services organizations. Provides a working understanding of forces that influence individual, interpersonal and group behavior; develops diagnostic skills in identifying causes of human problems in group and interpersonal work settings; and enhances judgmental skills in taking actions to improve effectiveness and satisfaction of groups and individ-

uals. Particular attention given to understanding and managing primary work groups (such as departments) and interpersonal (boss-subordinate) relationships. Also deals with conflict resolution, ineffective performance, giving and receiving feedback, effective communication, motivation and influence. Cases, films, exercises, readings and conceptual notes used. Prerequisite: Completion or concurrent enrollment in HSA 301 for undergraduates.

HSA 350 Health Services Administration Applied Study Term (1-8 Hrs.)
See AST 350.

HSA 371 Computers and Decisions in Health Management (4 Hrs.)
An exploration of the relationships between the management decisionmaking context within health services organizations and the computer technology that may be utilized to assist such decisionmaking. Students make use of mainframe and micro-computer applications as they analyze the link between the initial stages of problem formulation and the products of the data analytic techniques employed to achieve meaningful solutions. The course considers the use of these rational tools in light of the unique aspects of managing the delivery of a social good (health services). Experience with computers is not a prerequisite.

HSA 421 Community Health Organizations (4 Hrs.)
Multiplicity of community health organizations at national, state and local levels in relation to health problems and needs, their organization and functions, their governance, and the role of the consumer-citizen.

HSA 422 Long-Term Care Administration (4 Hrs.)
Theory, philosophy and behavioral aspects of administration and management of long-term care facilities. Role of administrators relative to management, community activities, public relations, ethical practices, licensure, and state and federal agency requirements. See GER 422.

HSA 425 Public Health Administration (4 Hrs.)
Consideration of contemporary public health issues and the role of the public health manager. Fundamentals of public health program development, implementation and evaluation. Application of management theory and skills to the administration of public health programs and facilities. Prerequisites: HSA 301, HSA 325, or permission of instructor.

HSA 435 Health Care Systems Financial Management (4 Hrs.)
Introduction to the fundamentals of financial management for health care providers. Intended to provide an introduction to important financial concepts, issues, tools and terminology administrators

need in managing effectively and efficiently. Topics addressed include financial analysis, working capital management, budgeting and asset/liability management. Prerequisite: HSA 301, ACC 311, or ACC 412.

HSA 451 Health Planning (4 Hrs.)
History of health planning and interpretation of its relevance to health services administration; overview of health planning theory, definitions, methodology and sites; in-depth examination of current health planning structures, processes and products. Prerequisite: HSA 371, or equivalent, and completion or concurrent enrollment in HSA 341. Graduate students may enroll with permission of instructor.

HSA 453 Labor-Management Relations in Health Organizations (4 Hrs.)
Behavioral, economic, social and institutional forces which affect quality of union-management relations and objectives in health organizations. Analysis of relationships at individual work-unit level as they influence negotiations, grievances and administration of collective bargaining agreements.

HSA 458 Health Law (4 Hrs.)
Historical and current legal status in physician and hospital liability; confidentiality of medical records; labor law in health organizations; medical ethics and the law; recent legal developments in utilization review, rate review, planning and other legal-medical areas. Prerequisite: For HSA majors, HSA 301, or permission of instructor.

HSA 465 Cross-Cultural Perspectives on Health (4 Hrs.)
Relationships between health and human culture, including health of prehistoric humanity, traditional and non-Western medical systems and how they heal and problems faced by health care professionals as they provide care to cultural and ethnic groups from various healing traditions. See MPH 445 and SOA 445.

HSA 466 Moral Dilemmas in Health Care (4 Hrs.)
Applicability of traditional ethical standards to currently controversial issues in health professions, such as allocation of scarce medical resources, honesty with dying patients, informed consent from patients, psychosurgery and euthanasia. Students are encouraged to further develop and understand their own value orientation and come to better appreciate those of others. See PHI 447 and GER 447.

HSA 472 Information and Decisionmaking (4 Hrs.)
Examination and study of general frameworks for systems analysis design and implementation as well as specifics of computerized information systems in hospitals. The course focuses on development of a

rational approach to the acquisition and utilization of computerized information in an organizational (hospital) setting.

HSA 482 Policy and Practice in Long Term Care Administration (3 Hrs.)

Critical examination of current and prospective professional practices in long term care administration: ownership, resident mix, personnel systems, government policies and competition. Core focus will be on quality assurance, marketing, personnel systems, strategic management and payment systems. Prerequisite: HSA 422, or equivalent.

HSA 487 Health Policy (4 Hrs.)

Analytic and descriptive study of health policy in America in terms of philosophy, history, politics, economics, sociology and administration of health care. Emphasis on social setting in which health policy is made and complex workings of system by which health care is provided. See ECO 487.

HSA 488 Health Economics (4 Hrs.)

Application of economic theory and analytical tools to problems in the health care sector. Includes concepts and measures of health; determinants of health; cost of illness; concept of demand for medical care; welfare economics of physicians, dentists, drugs and hospital markets; financing health care; and policy issues such as cost containment and national health insurance. Prerequisite: ECO 315, or equivalent. See ECO 488.

HSA 490 Current Topics in Health Administration (2 or 4 Hrs.)

Special topics announced when offered. May be repeated for a maximum of four hours.

HSA 499 Tutorial in Health Administration (1-4 Hrs.)

Individual study directed by a faculty member. Tutorials are offered to meet special course work needs not otherwise available.

HSA 501 Health Care Organization (4 Hrs.)

Introductory seminar designed to prepare entering graduate students through an overview of the organization of health services in the U.S. Reviews history of health care, health care personnel, and settings and services offered by health care organizations. Introduction to disciplines of health finance and economics, medical sociology, epidemiology and public health. Emphasis on health policy and political decisions that affect quality and availability of health services.

HSA 503 Ambulatory Care Management (4 Hrs.)

Basic concepts of ambulatory care management and organization of ambulatory care practice, including application of research and theory. Students must demonstrate competency in solving ambulatory care management problems. Development of skills related to personnel management, consumer and provider satisfaction, quality assess-

ment, planning, marketing and financing ambulatory care facilities. Prerequisites: HSA 501, or permission of instructor.

HSA 509 Quantitative Analysis for Health Managers (4 Hrs.)

Integration of disparate quantitative techniques into a managerial problem-solving framework. Areas covered include management sciences, systems analyses, cost-benefit techniques, game theory, risk theory, advanced regression modelling and quality assurance measures. Stress on industry practices and levels of precision. Prerequisite: HSA 309, or equivalent.

HSA 515 Financial Management of Health Care Organizations (4 Hrs.)

Internal and external financial environments of health care institutions. Covers areas of working-capital management, decision criteria for investment, and long-and short-term financing. Prerequisite: ACC 421, or HSA 412.

HSA 518 Graduate Seminar in Health Economics (4 Hrs.)

Application of economic theory and methodologies to issues related to the organization, financing and delivery of health care in the U.S. Intended to develop the student's ability to apply economic analysis to issues in health and medical care and familiarize students with the contributions of economists to our current understanding of health care delivery.

HSA 545 Medical Sociology (4 Hrs.)

Presents a medical sociological framework for analyzing and understanding the health status of American society; social structure and social value; special issues in health and medical care; various models of health; life-styles and impact on health. See MPH 545 and SOA 545.

HSA 548 Modern Techniques in Institutional Health Services Planning (4 Hrs.)

Concepts and techniques used in intra-institutional planning for health care services, facilities and manpower. Methods of determining market demand and resource requirements for health services development discussed, along with methods to obtain necessary data for complex and long-term planning decisions. Interrelationships with community health planning and with health regulatory programs are explored. Prerequisite: HSA 371, or equivalent.

HSA 552 Contemporary Practices and Problems in Hospital Administration (4 Hrs.)

Case studies covering the contemporary hospital and its multifaceted problems. Examination of objectives, authority, management, resources and controls in the administrator-physician-staff triad. Organizational research paper required. Prerequisite: HSA 501.

HSA 556 Leadership and Human Resource Management in Health Care Institutions (4 Hrs.)

Dilemmas health care managers encounter in managing large numbers of professional people, beginning with personnel policy and organizational strategy. Forces the student to struggle in a practical way with personnel and leadership issues that top management staff face in health care organizations. Concepts and techniques useful for managers in improving effectiveness of human resources through leadership skills, job design, job analysis, selection, job evaluation, compensation, supervision, communication, training and development examined as management tools. Based on the premise that every manager is dependent on his/her people and their competence, spirit and support and that a manager bears responsibility for the well-being of those people. Prerequisite: HSA 501.

HSA 557 Program Evaluation for Health Managers (4 Hrs.)

General and specific grounds for evaluating health care programs, including concept of a program, analysis of evaluation models, program measurement, causality in program evaluation, internal and external evaluation, process and outcome evaluation and evaluation strategies. Use of experimental design, quasi-designs and case studies. Prerequisites: HSA 501 and HSA 509.

HSA 561 Integrative Seminar (4 Hrs.)

A capstone seminar designed to integrate students' practical and internship experience with their theoretical knowledge. The issues, problems and controversies that are characteristic of health services administration, health care organizations and health care policy are explored. Analysis is conducted from the institutional and the public policy perspectives. Students are expected to have some background in health policy and should be anticipating graduation within the next semester. Prerequisites: HSA 501, HSA 509, HSA 515, HSA 518, HSA 545, HSA 556, HSA 557 and HSA 589. HSA 557 and HSA 589 may be taken concurrently.

HSA 564 Managed Health Care (4 Hrs.)

A survey of innovations in third party reimbursement for health services. Examines concept of managed health care. Health maintenance organizations, preferred provider groups, competitive medical plans, individual practice organizations and others are analyzed with regard to historical development, enabling legislation, structure and organization, incentives to health providers, successful cost containment and impact on quality of and access to health care. Prerequisite: HSA 501, or permission of instructor.

HSA 578 Thesis Readings and Critique (1 Hr.)

Academic study of student-selected project. Involves student exploration and completion of literature review of relevant research. Preparation of thesis proposal. Prerequisite: Consent of adviser.

HSA 579 Thesis Methods and Design (1 Hr.)

Academic study of student-selected research. Involves development of thesis methods and research design. Preparation of thesis proposal. Prerequisite: HSA 578 and consent of adviser.

HSA 580 Thesis Research (1-4 Hrs.)

Academic study of student-selected research. Involves completion of original research. Prerequisites: HSA 578, HSA 579, approval of thesis proposal by student's thesis committee.

HSA 589 Graduate Internship (2-4 Hrs.)

Administrative practicum in a health-related organization or agency. Supervised by an assigned faculty member. Prerequisites: HSA 501, HSA 509 and completion of 24 hours of graduate credit.

HSA 590 Topics in Health Services Administration (2 or 4 Hrs.)

Selected topics announced when offered. May be repeated for a maximum of four hours.

HSA 599 Tutorial in Health Services Administration (1-4 Hrs.)

Individual study directed by a faculty member. Tutorials are offered to meet special course work needs not otherwise available.

History

B.A. (60 Hrs.) M.A. (40 Hrs.)

Faculty — Nina S. Adams, Cecilia Cornell, Cullom Davis, Durward Long, Deborah Kuhn McGregor, Robert K. McGregor, William Siles

Associated Faculty — Larry Shiner

Adjunct Faculty — Craig Colten, John Daly, Edward J. Russo, Christopher J. Schuberth, Keith A. Sculle, Richard Taylor

By emphasizing the link between the past and the contemporary world, the history program seeks to help students understand themselves and the times in which they live. The program encourages students to compare elements of their own culture with those of other cultures from other time periods. Students of history gain a sense of what is unique in, as well as generally characteristic of, individuals, groups and national cultures in the present as well as the past.

The Bachelor's Degree

The baccalaureate program is organized for citizen-students who hope to place their world in historical perspective as a means of living rich and intelligent lives. Through understanding change as well as continuity in human institutions, students can grasp the forces shaping their present and future. Education in history at Sangamon State University is broad-based humanistic training, providing students with research capabilities, analytical methods and communication skills that are useful in many fields. The program curriculum prepares people for careers in history, politics, government, law, journalism, writing and administration. Through the applied study experience students are able to test possible career areas where the research and analytical skills of the historian are appropriate.

Advising

After completing History 301 Roots of Contemporary History, each student may select a faculty adviser to assist in planning an individual program of study responsive

to the student's interests and goals and designed to meet the requirements of the history program.

University Requirements

Students are required to complete a minimum of 12 semester hours of university requirements in the areas of liberal studies colloquia, public affairs colloquia and applied study. These hours must include at least four (4) hours in each of at least two (2) of these areas.

Program Requirements

Core Requirements

HIS 301 Roots of Contemporary History	4 Hrs.
HIS 401 The American Character	4 Hrs.
Two non-U.S. history courses	8 Hrs.
Elective history courses	16 Hrs.

Electives 16 Hrs.

University Requirements 12 Hrs.

Total 60 Hrs.

Courses from other programs may count for history credit when they support the student's degree plan and are approved in advance.

Students must demonstrate the ability to analyze and interpret historical sources through submission and acceptance of a research paper or comparable project. For this purpose the student and adviser will confer about the paper or project as well as the composition of the examining committee.

Learning Experiences

Learning experiences available to history majors include regular classroom courses; independent study and tutorials; and applied study internships at libraries, archives, historic sites and other institutions, particularly in state government. The history curriculum includes period courses covering America from the colonial era to the present; thematic courses in psychohistory, imperialism and women's history; Europe and Asia; historic forces shaping the contemporary world; and regional and local history.

History Minor

To earn a minor in history, students must complete a minimum of 16 semester hours of upper-division course work at Sangamon State University. Transfer credit is evaluated on a case-by-case basis through the student petition process.

Core courses include HIS 301 Roots of Contemporary History and HIS 401 The American Character. Students must complete at least one course in non-U.S. history and one other history elective. Students should consult with a history program faculty member in designing and meeting the requirements for a minor.

The Master's Degree

The master of arts in history emphasizes the field of public history, that is, the blending of academic and applied history with intent to broaden public awareness of the value of studying the past. The public history curriculum is designed to serve students with a variety of goals, including those who seek employment in historical agencies, museums, societies, or archives; those interested in becoming teachers; those pursuing careers with business, labor, or community organizations; and those desiring the intellectual stimulation of a challenging discipline. Public history embraces such skills and subjects as historical editing, sponsored research, community history, historic preservation, oral history and museum interpretation. Courses and field ex-

periences in these areas are available. Through timely advising and careful course selection, the graduate student may pursue any of these avenues of interest. Whatever the objective, degree candidates should expect to acquire critical and analytical abilities and intellectual breadth appropriate to graduate-level study.

Entrance Requirements

Candidates for admission into the master's program in history must satisfy one of the following entrance requirements: (1) a baccalaureate degree with an undergraduate major in history, political science, economics, English or sociology; OR (2) demonstration of sufficient undergraduate course work in the social sciences and/or the humanities to provide preparation for graduate-level study in history, or the equivalent in experience and achievement.

M.A. Requirements

Master's degree candidates in history must complete 40 semester hours distributed as follows:

The Public History Core

HIS 501 Graduate History Colloquium (satisfies the university communication skills requirement)	4 Hrs.
HIS 502 Public History Colloquium	4 Hrs.
HIS 570 Public History Internship and Project or	
HIS 580 Thesis	8 Hrs.
<i>Total Core</i>	<u>16 Hrs.</u>

Other Requirements

Public history courses emphasizing methods and applications (consult faculty adviser for details)	8-12 Hrs.
Other history courses emphasizing periods, regions or themes in history	8-12 Hrs.
<i>Total Other</i>	<u>20 Hrs.</u>

University Requirements

Public Affairs Colloquia	4 Hrs.
<i>Total</i>	<u>40 Hrs.</u>

HIS 501 Graduate History Colloquium provides students the opportunity to understand a variety of approaches and to develop skills in historical research and to begin to identify the topic and areas of work for the thesis or project. The education plan should emerge from the experience in this course and discussion with the adviser. HIS 502 Public History Colloquium exposes students to the variety of activities and theories the public historian must know about and gives practical experience in several of them through case and field studies.

In accord with university policy, students must complete the Illinois and U.S. Constitution examination if not previously completed at the undergraduate level.

Advising

During the first semester of study, each student selects a faculty adviser who assists in defining career goals, selecting courses, developing an education plan, a prospectus, the project or thesis and arranging for an internship when that is appropriate. The adviser, in consultation with the student, supervises formation of a graduate committee composed of the adviser, a second faculty member in the program chosen by the student, a faculty member in the School of Arts and Sciences appointed by the dean and, if desired, a student peer. Upon formation of a committee, the student is required to submit a thesis or project prospectus that must be approved before the student begins intensive work. The student doing a project in most cases has an internship with an historical agency or other entity. After the thesis or project is completed, the graduate committee conducts an oral examination concerning the student's work. Guidelines with detailed requirements are available in the history program office, along with the form that may be used for the education plan. Students are expected to make themselves familiar with the guidelines.

Master's Project or Thesis

The master's project or thesis requirement is designed to encourage students to utilize the rich resources available in the Springfield area, including the university's own archives, Illinois Regional Archival Depository collections, Oral History Office and Clayville Rural Life Center and Museum. There are also primary and secondary sources available in the Illinois State Library, the State Archives, the State Museum, the State Historical Library, the Sangamon Valley Collection of Springfield's Lincoln Library and several historic sites in the area.

Grading Policy

Students must earn a grade of B or better in all courses counting toward the master's degree. Students may petition the program for exceptions to this policy. History majors may repeat program courses for grade improvement only once without seeking program approval.

Graduate Credit in 400-Level Courses

Graduate students enrolled in 400-level courses are expected to perform at a higher level than undergraduates and to complete extra work as defined by the instructor. Examples of such work include reading and reporting on material in addition to that required of undergraduate students; completion of an annotated bibliography in the professional literature of the field; or meeting separately with the instructor to research a specified topic.



Course Descriptions

The Undergraduate Core

HIS 301 Roots of Contemporary History (4 Hrs.) Introduction to historical study, exploring significant themes in contemporary history defined and traced to their emergence in the past. Readings include monographs on specific topics and the *Sunday New York Times*. Completion satisfies the program's enabling skills requirement.

HIS 401 The American Character (4 Hrs.)

Conceptual approach to understanding the nation's development through the study of major works analyzing themes such as individualism, democracy, the frontier, equality and abundance. Required of all undergraduate history majors. Prerequisite: HIS 301.

The Public History Core**HIS 501 The Graduate History****Colloquium (4 Hrs.)**

Introduction to the graduate program that assists students in diagnosing skills, designing the education plan, learning research methods, utilizing various bibliographical resources, examining professional conflicts among historians. Research project. Successful completion satisfies communication skills requirements.

HIS 502 Public History Colloquium (4 Hrs.)

Concepts of public history including subject areas, techniques and ethical issues. The application of historical knowledge and methods to the administration, preservation and interpretation of historical resources as well as historical analysis of public policy issues. Required for all master's candidates.

HIS 570 Public History Internship and Project (4-8 Hrs.)

Supervised applied study in public history; used to develop a project to meet history M.A. requirements. Maximum of eight hours of history credit.

HIS 580 Thesis (4-8 Hrs.)

Historical research for the required master's research essay. May be repeated for a maximum of eight credit hours.

Elective History Courses**HIS 402 Illinois History (4 Hrs.)**

People, economy, government and culture of Illinois from statehood to the present; designed to help students understand the national experience through the study of this pivotal midwestern state.

HIS 404 The American Midwest: A Cultural and Historical View (4 Hrs.)

Multidisciplinary examination of country and city life in middle America; how historians, sociologists, novelists, artists and others have viewed the midwestern experience and culture.

HIS 405 Historic Environmental Preservation (4 Hrs.)

Considerations of preservation policies and their applications in planning. Survey of history of preservation movements and of American architecture and landscape. Reviews current preservation technologies. Case studies of politics and economics of preservation. Field work required. See ENS 419.

HIS 406 Community History Seminar (4 Hrs.)

Explores concepts and methods of community and social history through study of major contributions to the field. Group and individual research projects

undertaken on patterns of persistence and change using primary sources such as census records, maps and city directories.

HIS 407 Museum and Society (2 Hrs.)

Ways museums have been used since the 1800s and the functions they serve today. Consideration of indoor and outdoor history, art, folklife and science museums. Focus on use as learning resources with analysis of problems in communicating realities. See ENS 417.

HIS 411 Midwest Rural Life and Its Roots (4 Hrs.)

Midwest rural culture, as well as contributions of folk and popular cultures of Atlantic seaboard and Europe. Interdisciplinary case studies used to interpret relation of natural environment, buildings, food and farming. Field trips required. See ENS 411.

HIS 418 American Environmental History (4 Hrs.)

A study of the American land, examining both human attitudes toward the wilderness and the quest for resources and actual use and abuse of the natural world. Beginning with the 16th century, the course focuses on the conflicting advocacies of exploitation, preservation and conservation. See ENS 418.

HIS 427 American Labor History (4 Hrs.)

Historical analysis of changing views and nature of work; cause and effect of workers' organizations; and culture of workers through songs and novels of and about ordinary people. See LAR 427.

HIS 431 Colonial America (4 Hrs.)

A survey of the establishment and development of England's North American colonies between 1585 and 1763. Emphasis primarily on land use, economic development, religions and social history.

HIS 432 Revolutionary America (4 Hrs.)

Examination of the social trends, economic rivalries and political disputes that together created the American Revolution. Course begins with the Stamp Act Crisis of 1765 and follows the developments and conflicts through the presidential election of 1800.

HIS 433 United States, 1801-1877 (4 Hrs.)

History of the United States from westward expansion to Civil War and Reconstruction. Emphasis on manifest destiny and the Indians; slavery and sectionalism; abolitionism and women's rights; religion and reform.

HIS 436 United States, 1877-1939 (4 Hrs.)

Topics include the Industrial Revolution, emergence as a world power, progressivism, World War I, culture of the 1920s, the Great Depression and the New Deal.

HIS 437 United States, 1939 to the Present (4 Hrs.)

Domestic and diplomatic issues from 1939 to the

present, including World War II, the Cold War, McCarthyism, protest movements of the 1960s, conservative reaction of the 1970s, decline of American hegemony.

HIS 439 American Foreign Policy in the Twentieth Century (4 Hrs.)

How, why and toward what end the U.S. has grown from a minor power in 1898 to the world's most powerful nation in the 1980s. Major themes include isolationism, collective security, internationalism and imperialism, with coverage of World Wars I and II, the Cold War and Vietnam.

HIS 442 The Sixties (4 Hrs.)

Examines the decade's protest movements — civil rights, antiwar, women, students, counterculture, New Left — and explores the relationship of these movements to the liberalism of the previous era and the conservatism of the next generation.

HIS 444 The American Presidency (4 Hrs.)

Examines the definition and evolution of the powers and responsibilities of the office of the president from Washington to the present. Considers constitutional and political dimensions of the expansion of the power and prestige of the presidency.

HIS 452 History of American Law (4 Hrs.)

Historical examination of the professional and constitutional development of law in the United States. Topics include the common-law legacy; substantive and procedural aspects of legal history; jurisprudence; the American lawyer; and interaction of law with American society, thought and politics. See LES 452.

HIS 453 Introduction to Psychohistory (4 Hrs.)

Diverse ways that psychology is currently being used to understand history, including study of individuals; the family (and childhood); and the meaning of political, social and cultural change.

HIS 454 The History of the Family (4 Hrs.)

The modern family in comparative and historical perspective. Selected themes — changing patterns of sexuality, high rate of divorce, shifting kinship relationships — explored historically to understand their present importance. See CFC 454 and WMS 454.

HIS 455 Women in American History (2-4 Hrs.)

Issues and themes (production, reproduction, socialization and women's movements) from colonial times to the present. Self-paced course emphasizing thinking and writing skills as well as content. See WMS 455.

HIS 456 Myth, Literature and History (4 Hrs.)

Explores the quest for meaning through historical action and historical writing. Considers differences between historical and nonhistorical ("primitive") peoples and the rise of scientific history with special

emphasis on the varieties of historical discourse (myth and legend, the historical novel, narrative and analytical history). See PHI 456.

HIS 457 Comparative Women's History (4 Hrs.)

Women's history in England, Russia, China, Vietnam and the U.S., with survey of areas in which conventional historical insights and methods need reinterpretation. See WMS 457.

HIS 458 The Search for Community (4 Hrs.)

Examines communities in various forms: mainstream and alternative, secular, religious and utopian, rural and urban, with emphasis on the Midwest. Dream plans and practices are compared to understand roots, effects and possibilities. Field trips required. See ENS 414.

HIS 461 Europe in the 18th Century: The Enlightenment (4 Hrs.)

Cultural and intellectual history of the Enlightenment focusing on formative ideas of modernism (freedom, reason, equality) and movements in literature and the arts. Consideration of works by representative figures such as Voltaire, Rousseau, Hume and Kant. See PHI 459.

HIS 462 Europe in the 19th Century: Between Revolution and Reform (4 Hrs.)

Social and cultural approach to the nature and impact of the Industrial and French revolutions, the democratization of politics and culture and nationalism and imperialism. Considers the emergence of the bureaucratic state and the labor, socialist and other movements.

HIS 463 Europe in the 20th Century: The Enigmatic Era (4 Hrs.)

Social and cultural approach to the roots, nature and impacts of the world wars, technological and social change, democratic and totalitarian movements. Considers ideologies and their relationships with realities; the post-1945 emergence of a "European" consciousness.

HIS 464 Nineteenth Century Europe Through the Novel (4 Hrs.)

Cultural and intellectual history of European society from 1815-1890 focusing on the impact of social change on families and individuals and on the arts and literature. Combines reading in social and cultural background with selected novels such as Stendhal's *The Red and the Black* and Lamperducci's *The Leopard*.

HIS 465 French Revolution and Napoleon (4 Hrs.)

The social, political and cultural history of the French Revolution from the ancient regime through the rise and fall of Napoleon.

HIS 466 Imperialism (4 Hrs.)

Emergence and growth of Western European and American colonialism and imperialism. Emphasis on 19th and 20th centuries, including theories of imperialism advanced by Lenin, Hobson, others; as-

sesses the impact of classical and contemporary imperialism on the Third World and analyzes its manifestations today.

HIS 472 Mornings at Clayville (2 Hrs.)

Practicum in historical and environmental interpretation at Clayville Rural Life Center. Students take part in a program for fifth-graders, working with children in cooking, gardening and other activities of the 1850s. Written work required. See ENS 415.

HIS 475 Women in China (4 Hrs.)

Examines past and present roles and status of women in urban and rural settings. Covers changes in expectations and conditions as traditional Chinese social, economic and political practices were revolutionized by the impact of the West and political forces emerging within an often turbulent history. See WMS 475.

HIS 476 Introduction to Contemporary China (4 Hrs.)

Introduces basic theories, personalities and policies connected with agriculture, industry, education and the arts in China from 1949 through the Great Leap Forward, the Cultural Revolution, the period of the Gang of Four and what is now seen as the post-Maoist era.

HIS 477 The Long Revolution in China and Vietnam (4 Hrs.)

Comparison and contrast of two societies confronting Western power and developing revolutionary nationalism. Includes impact and legacy of feudalism, colonialism, patriarchy and military struggle from 1898 to the present. Readings in conservative nationalism, radical socialism, conservative/radical feminism and varieties of communism.

HIS 478 Japan: The Living Tradition (4 Hrs.)

Studies the early history and traditional culture of Japan with emphasis on physical isolation and internal social development, creative adaption of external ideas and religions, economic development and feudalism as a local and national reality. Telecourse.

HIS 479 Japan: The Changing Tradition (4 Hrs.)

Television course focusing on history, economics and politics in the 19th and 20th centuries.

HIS 481 World Environmental Attitudes (4 Hrs.)

Examines human reactions to natural surroundings in a variety of cultural contexts, including ancient Chinese, Celtic, African, Native American and Judeo-Christian. Compares and contrasts attitudes concerning the value of wilderness and the

exploitation of natural resources. Considers the problem of understanding nature and our relationship with nature as human beings. See ENS 412.

HIS 499 Independent Study: Special Topics in History (2-8 Hrs.)

Independent and directed readings on an individual topic for students in history. Students should make arrangements with an appropriate faculty member.

HIS 508 Archival Management (4 Hrs.)

Examines concepts and methods of archival management. Considers issues in acquiring, preserving, evaluating and making archival resources accessible. Focus on creative research and developing means to reach broad publics.

HIS 510 Oral History Methods (2-4 Hrs.)

Mastery of oral history technique, including interviewing, transcription and editing. Includes technical and conceptual literature, collateral fields and professional concerns. Student work added to SSU oral history collection. See GER 510.

HIS 511 Museum/Historic Sites Methods (4 Hrs.)

Collection management and conservation, research, interpretive and educational programming, exhibit preparation and administration. Explores collection development in the past and current concepts of collecting "today for tomorrow." Utilizes indoor and outdoor museums. See ENS 511.

HIS 521 Research and Writing Local History (4 Hrs.)

Seminar emphasizing primary research in local history materials of Springfield and the surrounding area. Includes critical examination of historical writing and techniques in preparation for an advanced research paper.

HIS 535 The Historian and Policy Analysis (4 Hrs.)

Applies historical method and historical logic to public policy analysis. Readings and case studies drawn principally from modern U.S. history. Individual and team projects.

HIS 599 Independent Study: Special Topics in History (2-8 Hrs.)

Independent and directed readings on an individual topic for graduate students in history. Students should make arrangements with an appropriate faculty member.

Students may petition the program for credit for courses in other programs.

Human Development Counseling

M.A. (50 Hrs.)

Faculty — Marilou Burnett-Dixon, Robert Crowley, Jack Genskow, Barbara A. Hartman, James E. Lanier, James Pancrazio

Associated Faculty — Janis Droegkamp, John Miller, Judy Shipp

Adjunct Faculty — Sarah Dauphinais, Glen Davidson, Richard Dayringer, Robert Horn, Mary Loken, Evelyn Miller, Leigh Steiner

The basic educational goal of the human development counseling program centers around the identification and education of students who hold promise for enriching the lives of others through helping relationships or counseling. The attainment of that goal involves the specification not only of a body of knowledge related to the helping professions that students need to acquire, but also of the competencies needed in order to apply that knowledge effectively.

Graduates of the program are able to provide counseling and consulting services at a professional level in a wide range of environments. Career options for graduates include the use of counseling in mental health, correctional, educational, social welfare, rehabilitative and human relations agencies, institutions and environments. Opportunities for employment within each category vary; prospective students should consult an adviser prior to choosing a career option. The program also offers qualified candidates a career pathway leading to elementary or secondary school counselor certification which has Illinois State Board of Education approval.

Students who are pursuing or have completed the M.A. degree may develop an individualized course of study that may qualify them for membership in the American Association for Marriage and Family Therapy (AAMFT). This opportunity would involve additional preparation beyond the M.A. degree. Information and advising are provided through the program.

Entrance Requirements

Admission prerequisites include courses in abnormal, developmental and social psychology/sociology. Courses taken at Sangamon State University or elsewhere in order to fulfill these prerequisites may not be applied toward the graduate degree. Upon written petition, the program may approve the substitution of equivalent experience for course prerequisites. One prerequisite course may be taken concurrently with the student's first HDC course (HDC 501 Fundamental Issues in Counseling); all others must be completed before enrolling in HDC 501.

Personal references, an interview and an essay are required for admission to the program. Graduate Record Exam scores are recommended. HDC faculty may require students to take additional personality or vocational measures.

In addition to completing the university application process, interested applicants should contact the HDC program office for program applications. To ensure consideration for summer or fall semester provisional admission, all application materials should be completed by April 1; for provisional spring semester admission, materials should be submitted by Oct. 15.

Full acceptance to the HDC program is based on evaluation of admission requirements and performance in HDC 501. Students who are not fully admitted may register as special students for a maximum of 12 semester hours. Participation in these courses, however, in no way guarantees

eventual acceptance into the program or that these hours will be accepted toward the graduate degree.

Admission and Evaluation Process

Admission is based on academic competence, interest and/or prior experience in the helping professions, as well as evidence of personal characteristics associated with success in counseling relationships. Students will not be fully accepted as degree candidates until completing HDC 501 Fundamental Issues in Counseling with a grade of B or better and demonstrating these personal characteristics.

The HDC faculty has a professional and ethical responsibility to engage in continual student evaluation and appraisal and to be aware of a student's personal limitations that might impede future performance. (See policy on student evaluation process.) Any student who does not meet the professional standards or requirements of the HDC program may be removed from candidate/degree status in the program according to specified procedures with rights of appeal. (See policy on removal from candidate/degree status.)

Advising

The advising relationship within the program is important, and students should be in contact with their advisers regularly. If students do not choose a faculty adviser, an initial adviser assignment will be made by the program. Students who decide at a later date to change advisers may complete a Selection of Adviser form and return it to the Office of Admissions and Records.

Grading Policy

HDC program students must obtain grades of B or better in core courses. In other courses, a maximum of eight hours of C is allowed, if balanced by an equal number of hours of A.

In 400-level courses, graduate students are expected to meet a higher standard of performance than undergraduates and will

be required to complete additional course assignments at the discretion of the instructor.

Expected Professional Competencies

Prior to graduation, degree candidates must demonstrate competencies related to personal development, such as ability to communicate effectively with others; professional development, such as ability to conceptualize client concerns and to provide appropriate intervention through an individual or group relationship; and social development, such as ability to participate as a team member.

Each program course may contain an applied or experiential component in addition to the didactic component, and some courses specifically emphasize experiential learning. These courses require application of professional skills in simulated and/or real settings. Students should, therefore, expect to demonstrate understanding of ethical behavior in the helping professions as well as evidence of interaction skills with clients. All master's candidates must be familiar with the HDC program's policy on professional experience and should consult their adviser about satisfying its provisions. All degree candidates must demonstrate graduate-level performance in reading, writing and speaking English.

Program Requirements

A total of 50 semester hours is required for a master's degree in human development counseling:

HDC 501 Fundamental Issues in Counseling (must be taken first semester)	4 Hrs.
HDC 503 Techniques of Group Counseling and Psychotherapy	4 Hrs.
HDC 505 Multicultural Counseling	4 Hrs.
HDC 507 Theories and Techniques of Counseling I	4 Hrs.

HDC 508 Theories and Techniques of Counseling II	4 Hrs.
HDC 521 Developmental Counseling	2 Hrs.
HDC 524 Career/Lifestyle Counseling	4 Hrs.
HDC 575 Appraisal Techniques in Counseling	4 Hrs.
HDC 577 Research Methods	4 Hrs.
HDC 587 Professional Experience: Practicum	4 Hrs.
HDC 590 Professional Experience: Internship	8 Hrs.
	<hr/> 46 Hrs.
Elective*	4 Hrs.
Total	<hr/> 50 Hrs.

*Elective course work may be taken to emphasize counseling services for families or various age groups or facilitating human relations skills development.

Master's Project

In addition to course requirements, students are required to complete a master's project demonstrating mastery of some area within human development counseling. Guidelines for completing this requirement are available from the program office.

School Guidance Certification

Applicants seeking school guidance certification must be certified as a teacher and have completed a course in exceptional children. In addition to the HDC core courses, graduates are required to have a course in mental hygiene and/or personality dynamics (can be met by the abnormal psychology prerequisite), a practicum and internship in a school setting with both elementary and secondary students, and HDC 531 Counseling the Child/Adolescent. Certified teachers who wish to pursue this course of study should contact an adviser immediately upon application to the program.

Independent Study

Independent study may be done for credit through a tutorial. A student who

plans a tutorial with an HDC faculty member should, with the concurrence of the adviser, submit a proposal for approval by the faculty member. Students may petition the program committee through their advisers to determine if credit may be earned for an educational experience they believe to be equivalent to any HDC course.



Course Descriptions

HDC 411 Interpersonal Communications (4 Hrs.)

Nature of communication, barriers to interpersonal communication, motivation and change, small-group processes and communication skills development. Emphasis on both research and theory, with opportunity for laboratory experience.

HDC 423 Counseling Women (4 Hrs.)

Specialized biological, psychological and social issues that affect women. Exploration of theoretical assumptions, counseling practices and process variables that may apply differently to or affect women in counseling and therapy. Identification of skills facilitative to women in general and to particular subgroups of women. Prerequisite: CFC 303 or HDC 501. See CFC 423 and WMS 423.

HDC 446 Family Law (4 Hrs.)

Law that affects the family. Topics include divorce, domestic violence, illegitimacy, adoption, child support and custody, parental control, abuse and neglect laws, issues affecting the elderly, domestic law reform and the impact of the women's rights movement. See LES 446, SOA 454, CFC 446, WMS 446.

HDC 447 Developing Self-Concept (4 Hrs.)

Self-concept and self-esteem. Research and various theories and approaches to enhancement emphasized.

HDC 448 Mental Health (4 Hrs.)

Theories, models and research related to psychological health.

HDC 449 Preventing and Coping with Burnout (4 Hrs.)

Burnout (definition, causes, research), along with strategies for prevention and coping (individual, interpersonal and organizational).

HDC 451 Rehabilitation Counseling (4 Hrs.)

Surveys major aspects of rehabilitation counseling, including advocacy and independent living, employment, environmental/attitudinal barriers,

legal rights and disability information. Focus on current practice by literature review, site tours and guest presenters.

HDC 456 Human Sexuality (4 Hrs.)

Knowledge and values concerning issues of human sexuality, with emphasis on sociological content, personal growth and professional development. Format includes lectures, film presentations and small-group discussions. See CFC 456, WMS 456 and SOA 456.

HDC 501 Fundamental Issues in Counseling (4 Hrs.)

Examination of personal and professional values, goals, objectives, and professional roles and functions of the counseling profession. Required as first core course.

HDC 503 Techniques of Group Counseling and Psychotherapy (4 Hrs.)

Examination of group development, dynamics, counseling theories, group approaches, leadership styles and group counseling methods. Laboratory experience included. Prerequisite: HDC 501, or equivalent.

HDC 505 Multicultural Counseling (4 Hrs.)

Literature and research on counseling services for persons of culturally diverse backgrounds, focusing on treatments that are indigenous to minority clients; cross-cultural dimensions of the counseling relationship; approaches, techniques and interventions applicable to the mental health needs of minority clients. Prerequisite: HDC 501.

HDC 506 Advanced Group Process (4 Hrs.)

Awareness expansion of basic group dynamics through leadership experiences focusing on integration of affective with cognitive process. Learning experiences contribute to development of facilitator skills. Prerequisite: HDC 503, or equivalent.

HDC 507 Theories and Techniques of Counseling I (4 Hrs.)

Focuses on intensive laboratory practice of a basic sequence of listening and related skills and on the study of major theories in the existential humanist and psychodynamic traditions. First of a two-course series. Prerequisite: HDC 501.

HDC 508 Theories and Techniques of Counseling II (4 Hrs.)

The second of this two-course series examines cognitive, behavioral, systemic and related theoretical approaches to counseling. Concludes with eight weeks of advanced relationship skills, case integration and evaluation techniques. Prerequisite: HDC 507.

HDC 512 Rational Emotive Therapy (2 Hrs.)

Basic principles and essentials of rational emotive

psychotherapy, their derivation and empirical support. Emphasis on application to individual and group therapy. Prerequisite: HDC 501.

HDC 513 Behavior Therapy (2 Hrs.)

Presents counseling strategies from behavioral and cognitive perspectives that draw upon current practice in the field. Prerequisite: HDC 461, or equivalent.

HDC 518 Person Centered Therapy (2 Hrs.)

Theory and practice of person centered therapy examined from perspective of major constructs developed by Carl Rogers. Prerequisite: HDC 501.

HDC 519 Health Counseling (2 Hrs.)

Focuses on helping people achieve their maximum state of health. Applied areas include medical health counseling, stress reduction approaches, and fertility and pregnancy counseling.

HDC 521 Developmental Counseling (2 Hrs.)

Studies the implication of client development for counselor behavior in the helping relationship. Delineates counseling knowledge and skill appropriate to the needs and wants or goals of clients at various levels of affective, behavioral, cognitive and interpersonal development. Prerequisites: A course in life-span development or passing score on knowledge competency test, and HDC 501.

HDC 523 Psychosocial Aspects of Disabilities (2 Hrs.)

Psychosocial problems, principles and practice with disabled clients, including psychological assessment, counseling and psychotherapy, attitudes, motivations and emotions, and psychological rehabilitation and adjustment.

HDC 524 Career/Lifestyle Counseling (4 Hrs.)

Relates data from personality-based and developmental models of career choice to achieving a satisfying career/lifestyle. Includes information about occupational, technological and educational resources, needs of special populations, goals of guidance and counseling, and techniques of career/lifestyle decisionmaking. Prerequisite: HDC 501.

HDC 531 Counseling the Child/Adolescent (4 Hrs.)

Major problems faced by children and adolescents in society and exploration of a variety of solutions proposed to ameliorate them. Required for school counselor certification. Prerequisite: HDC 501.

HDC 534 Introduction to Family Therapy (4 Hrs.)

Major techniques of family therapy. Emphasis on integration of theoretical constructs with therapeutic skills. Lecture, demonstration and laboratory learning approaches are used. Students analyze a family system or present a project demonstrating comprehension. See CFC 534.

HDC 536 Divorce Counseling (2 Hrs.)

For advanced students specializing in family counseling. Students develop and implement treatment to ameliorate problems of persons separated from spouses. Prerequisite: HDC 534, or equivalent.

HDC 537 Couple Counseling (2 Hrs.)

For advanced students specializing in family counseling. Students develop treatment plans for dysfunctions occurring in marital relations. Prerequisite: HDC 534, or equivalent.

HDC 541 Designing Effective Learning Experiences (4 Hrs.)

Provides students with the opportunity to examine and experience a variety of teaching methods; concentrates on classroom application. Emphasizes self-esteem in nonformal and formal educational settings.

HDC 542 Effective Schooling (4 Hrs.)

Critical review of research on effective schools, teaching and teacher-student relationships. Examines approaches for self-evaluation of teaching. Includes experiential activities related to one's teaching.

HDC 543 Training Design and Implementation (4 Hrs.)

Knowledge and skills needed for designing and implementing training programs for people in nonformal education, human services and community organizations.

HDC 544 Staff Development and Supervision (4 Hrs.)

Training in and background understanding of personnel issues, staff development models and principles of supervision. See CFC 544 and ADP 513.

HDC 545 Theory and Practice of Training and Development (4 Hrs.)

Theoretical, historical, organizational and managerial aspects of training and development in a variety of formal and nonformal educational settings.

HDC 558 Theories of Family Therapy (4 Hrs.)

Theories and models of family therapy, emphasizing integration of issues relating to family treatment with systems theory. Family therapy issues will be compared across treatment models. Students read extensively in one or more approaches and make class presentations. Prerequisite: CFC 467, or HDC 534, or equivalent. See CFC 558.

HDC 559 Advanced Family Therapy (4 Hrs.)

For advanced students interested in specializing in family counseling techniques. Students develop and implement family treatment plans in actual and/

or simulated family systems and must be able to articulate at least two major family counseling approaches. Prerequisite: CFC 534, or HDC 534, or equivalent. See CFC 559 and PSY 559.

HDC 560 Clinical Education in Psychosocial Care (8 Hrs./4 per Sem.)

Interdisciplinary, clinically-oriented course in which the student attempts to help people while working under supervision. Verbatim write-ups of visits, learning incidents, case conferences and weekly summaries required. One-hour weekly interpersonal growth group; discussion topics presented by various professionals. Students must enroll in both semesters; admission by application and interview only. Tuesdays, 8 a.m. to 1 p.m., plus eight additional hours weekly. (For additional information, contact HDC program office.)

HDC 567 Sexual Counseling (4 Hrs.)

Problems in sexual functioning and some therapeutic methods available for change. Prerequisite: College-level course in human sexuality, or permission of instructor. See CFC 567.

HDC 575 Appraisal Techniques in Counseling (4 Hrs.)

Basic theories and approaches to the psychological/educational appraisal of individuals and groups, including validity, reliability and psychometric statistics. Includes contemporary issues, ethics, representative methods and tests, and use and interpretation of results in the helping process. Prerequisite: HDC 501.

HDC 577 Research Methods (4 Hrs.)

Review of research theories, designs and statistics; implementation of research proposal and report; principles of program evaluation and needs assessment; computer applications; and ethical and legal considerations.

HDC 580 Issues in Counseling and Helping (2 or 4 Hrs.)

Seminar for advanced HDC students focusing on specific issues in the field. Topics announced prior to registration. May be repeated without limit, but topics must vary.

HDC 582 Research Colloquium: Master's Project (2 Hrs.)

Completion of intensive project as culmination of student's progress in the program. Project may be experimental or applied. May be taken as an elective. Prerequisite: HDC 577, or equivalent.

HDC 587 Professional Experience: Practicum (4-6 Hrs.)

Professional experience in helping relationships within institutions/agencies that promote human welfare. Requires 100 clock hours on site. Admission by application to HDC professional experience coordinator, who coordinates placement in an appropriate setting. Requires demonstration of

competence in process, relationship, attending and influencing skills, as well as knowledge of major theoretical approaches to counseling. Registration limited and waiting list maintained. Required core course. Prerequisites: HDC 501, 503, 507 and 508.

HDC 588 Professional Experience:

Practicum in Family Therapy (4 Hrs.)

Focuses on the use of therapeutic knowledge and skills with families. Successful completion of the course depends upon demonstration of competencies considered essential for the professional building a career in the field of family therapy. Prerequisites: HDC 558 and HDC 559. HDC majors must also have completed the following counseling courses before enrolling in this course: HDC 501, HDC 503, HDC 507 and HDC 508. May substitute for HDC 587 as a required core course. Applications should be submitted to the HDC professional experience coordinator prior to the deadline published each semester. Applicants should be familiar with the program policy on professional experience and accreditation and consult with their adviser prior to selecting this course. Registration is limited and a waiting list is maintained. This course may be counted toward subsequent certification in AAMFT. See CFC 588.

HDC 590 Professional Experience:

Internship (2-8 Hrs.)

Six hundred clock hours in an appropriate work setting implementing a variety of professional counseling services, including individual, group

and consultation. On-campus and off-campus supervision required. Each 150 clock hours on site earns two credit hours. Students are required to complete all 600 hours within a two-calendar year period. Prerequisite: HDC 587, or HDC 588 and HDC 505, 521, 524, 575.

HDC 599 Independent Study:

Tutorial (1-4 Hrs.)

Opportunity for individualized learning for students who can demonstrate skill in accomplishment of self-initiated activities. Topics studied may not duplicate courses offered in this or other programs within the university. Prerequisite: Approval of appropriate HDC faculty.

The following courses may be taken to fulfill HDC electives. Consult your adviser.

PSY 457 Transactional Analysis: Theory and Procedures

PSY 458 Transactional Analysis: Principles of Group Treatment

PSY 553 Principles and Techniques of Child Therapy

PSY 554 Child Psychopathology and Therapy

PSY 555 Play Therapy: Comparative Approaches

PSY 556 Ericksonian Approaches to Psychotherapy



Individual Option

B.A. (60 Hrs.) M.A. (42 Hrs.)

Faculty — Ronald Ettinger, David Hilligoss, Marcia Salner

Associated Faculty — Ed Cell, Janis Droegkamp

Although many institutions offer a self-designed B.A. program, Sangamon State University is one of the few institutions in the country offering both undergraduate and graduate study within a self-designed curriculum. Individual option offers opportunity for students to design degree programs consistent with their own educational goals and with available institutional and area resources. The program's major purpose is to serve students whose needs and objectives are best met by combinations of courses or mixes of learning formats not available through established university curricula.

Given the accelerating rate of change characterizing modern society, program faculty believe that self-directed, lifelong learning skills are essential to survival in the future. Learning *how to learn* is a prerequisite to solving problems we have yet to confront.

In designing an individualized curriculum, students develop skills that promote critical thinking and facilitate significant learning. Individual option students assume responsibility for integrating their own learning activities and for evaluating and revising their own curricular design. Program faculty, in the core curriculum, seek to facilitate this learning process and to promote the growth in personal autonomy that necessarily ensues.

Individual option students prepare a degree proposal that outlines particular educational goals and objectives, available learning resources and appropriate learning activities. This proposal must be approved by a committee of faculty and peers before the student is unconditionally admitted to the program. In addition to con-

ventional course work, students are encouraged to use internships, independent study, symposia, foreign study and exchange with other educational institutions in designing their degree proposals. The student, however, is responsible, in consultation with his or her faculty committee, for contacting resources and arranging these experiences.

Entrance Requirements and Advising

Since their educational programs must be self-designed, prospective students should contact the individual option program as soon as they are admitted to the university. Program faculty provide additional advising materials, orient students to the program and to relevant university resources, and outline the process for selecting a degree committee.

Each student's degree committee consists of at least three faculty members and two peers, all chosen for their interest and expertise in the chosen area of study. The committee approves and monitors the student's degree proposal.

During the initial term of study, each student normally establishes a close mentor relationship with one program faculty member who works with the student throughout his/her university career. Students write their degree proposals with assistance provided by program faculty and enrollment in the program's introductory course sequence (INO 301 Self-directed Learning and INO 311 INO Colloquium). When the proposal is approved by the degree committee and the program faculty, the student is officially admitted to the program.

Communication Skills

All competencies necessary to attain the student's goals, including communication skills, are addressed in the degree proposal. Assessment of written communication skills occurs in two phases: (1) Students perform a self-assessment in preparing their proposals, and (2) the degree committee assesses the student's written communication skills as documented by the proposal. When necessary, in consultation with the degree committee, the student plans appropriate learning experiences to acquire any needed skills; these learning experiences are included as part of the degree proposal. Completion of the proposal constitutes certification of communication skills as required by the university.

Grading Policy

University policy allows students to choose a traditional grading scale or a credit/no credit option for each course. The individual option program conforms with this policy in all courses except INO 301/501 and INO 311/511, which are offered *only* on a credit/no credit basis.

At the graduate level, a maximum of eight hours of C grades is applicable to the degree, provided that each hour of C is balanced by an hour of A and provided the C grade is approved by the student's degree committee.

University Requirements

Students are required to complete a minimum of 12 semester hours of university requirements in the areas of liberal studies colloquia, public affairs colloquia and applied study. These hours must include at least four (4) hours in each of at least two (2) of these areas.

Applied Study and Experiential Learning

The individual option program is based on the assumption that experiential learning is essential to significant learning. Each applied study term (AST) is an individually

designed, field-based learning project with variable credit. While many students arrange their AST projects in organizational or agency settings, the possibilities for location and type of experiential learning are virtually unlimited, including apprenticeships, independent research and writing, travel, studio work in the arts, laboratory experimentation or a combination of these and other formats.

As part of the emphasis on experiential learning, individual option requires all undergraduate majors to complete INO 421 Learning from Experience. INO 422 Freedom, Experience and the Person is offered as an elective. These courses examine fundamental issues related to the nature of the self, autonomy, personal change and lifelong learning from philosophical and psychological perspectives. The program strongly recommends that majors complete INO 421 before (or simultaneous with) enrollment in the applied study term, in order to make optimal use of the course in conducting the field experience.

Students should consult with the AST office early in the first term of study and begin to explore general possibilities for experiential learning. In early consultations with a member of the INO faculty, students will discuss the role that experiential learning can play in meeting their particular needs and objectives, as well as examine ways that the applied study term may be integrated into their degree plans.

Graduate-level Study

The graduate individual option program is based on the assumption that degree candidates have the fundamental knowledge and skills of the baccalaureate degree and that they are prepared to apply these competencies in a graduate curricular framework. Such advanced study is typified by the ability to pursue and generate complex levels of knowledge, to engage in self-directed and original inquiry, and to merge rigorous analysis with creative synthesis. This integration of convergent and diver-

gent thinking, complemented by mature judgment, should characterize work within individual courses, as well as in the overall conduct of the graduate degree. Graduate students registering in 400-level program courses, for example, are expected to perform at a higher level than undergraduates in the same course. Although individual instructors in 400-level courses specify the criteria for awarding graduate-level credit, these may be qualitative (increased standards in written work and contributions to group discussion) and/or quantitative (additional work).

Program Requirements

In response to the demands that self-directed learning places upon the student, the individual option program requires a sequence of colloquia and courses that focus on the learning process and on the skills and understanding needed for autonomous learning. The purposes of these course requirements are both to guarantee a continuing dialogue among student, adviser and degree committee and to provide opportunity for the student to engage in activities essential to autonomy, namely, integration of learning and assessment of the learning process.

Students must obtain committee approval of their degree proposal within the semester following the completion of INO 311 or INO 511. Undergraduate students normally may count a maximum of 16 semester hours in courses taken prior to contracting their INO degree proposal with the degree committee. Graduate students may count a maximum of 12 semester hours.

Course requirements for the individual option B.A. are as follows:

INO Process Requirements

<i>1st semester</i>	
INO 301 Self-directed Learning	2 Hrs.
INO 311 Individual Option Colloquium	2 Hrs.
<i>Prior to final semester</i>	
INO 321 Liberal and Integrative Studies Project	2 Hrs.

INO 421 Learning from Experience	2 Hrs.
Total Process	8 Hrs.

INO Elective Courses

INO 380 Exploration of Learning Resources	2-12 Hrs.
INO 422 Freedom, Experience and the Person	2 Hrs.
INO 499 Independent Study: Tutorial	2-12 Hrs.
Minimum	2 Hrs.

Other Requirements

INO 471 Final Demonstration of Achievement	2 Hrs.
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University Requirements

Additional Courses	36 Hrs.
Total Other	50 Hrs.
Total	60 Hrs.

Course requirements for the individual option M.A. are as follows:

INO Process Requirements

<i>1st semester</i>	
INO 501 Self-directed Learning	2 Hrs.
INO 511 Individual Option Colloquium	2 Hrs.
<i>Prior to final semester</i>	
INO 521 Liberal and Integrative Studies Project	2 Hrs.
Total Process	6 Hrs.

INO Elective Courses

INO 421 Learning from Experience	2 Hrs.
INO 422 Freedom, Experience and the Person	2 Hrs.
INO 599 Independent Study: Tutorial	2-12 Hrs.
INO 580 Independent Field Project	2-12 Hrs.
Minimum	2 Hrs.

Graduate Closure Project

INO 550 Master's Project or	4-12 Hrs.
INO 560 Thesis	4-12 Hrs.
Minimum	4 Hrs.

Other Requirements

Public Affairs Colloquia	4 Hrs.
Additional Courses (at least 12 hours must be at the 500-level)	26 Hrs.
Total Other	30 Hrs.
Total	42 Hrs.

In some instances, the interdisciplinary nature of the student's learning needs will suggest educational experiences that total more than the required minimum number of credit hours. The final number of credit hours for the degree must be negotiated between the student and the degree committee at the time the degree proposal is contracted.

Closure Project and Graduation Procedure

Near the midpoint of their course work, after completing INO 321 or INO 521, students reconvene their degree committees to review progress toward contracted goals, engage in reflective dialogue and finalize plans for the closure project (INO 471 for undergraduates, INO 550 or 560 for graduates). At this time, for M.A. candidates, the appropriate dean appoints a faculty representative who participates in approving the closure project. For B.A. candidates, the dean's representative joins the committee only at its final meeting.

The closure project serves as a means to integrate and culminate the student's work in the chosen field of inquiry. Although the project may involve a variety of media, all closure projects must have a written component, copies of which must be provided to all committee members before the closure meeting (see below). One copy must be submitted to the University Archives, in accordance with university policy.

For master's candidates the closure project typically functions as a central component around which the self-designed curriculum is structured. Varying according to the student's goals, the project is a major

scholarly and/or creative effort demonstrating the student's accomplishment and mastery of the chosen study area.

Students convene the graduation committee (degree committee plus dean's representative) near the conclusion of their final term of study, in order to review the closure project and to assess the quality of their learning experiences. With completion of the closure project and other contracted components of the degree proposal, the committee certifies the student for graduation.

**Course Descriptions****INO 301 Self-directed Learning (2 Hrs.)**

Concepts and skills of self-directed learning for INO and other students. Topics include clarifying values, setting educational goals, assessing personal learning history, defining learning needs, designing effective learning experiences, evaluating learning outcomes and designing a learning proposal. Offered first eight weeks.

INO 311 Individual Option Colloquium (2 Hrs.)

Study of designing effective learning experiences, documenting and evaluating independent learning, organizing learning resources and designing a curriculum. Students design a major learning project. Offered second eight weeks. Prerequisite: INO 301.

INO 321 Liberal and Integrative Studies Project (2 Hrs.)

Symposium for three to five students on applying principles of integration and autonomy explored in INO 301 and 311 to the learning experiences of the degree program. Students present a paper to their degree committee integrating at least two of these learning experiences with a common theme or issue. Prerequisites: INO 301 and INO 311.

INO 380 Exploration of Learning Resources (2-12 Hrs.)

Independent study exploring a topic directly related to the student's degree plan. Journal of exploration process, comprehensive resources inventory and demonstration of learning (a major product) are required. May be repeated for a maximum of 12 hours.

INO 421 Learning from Experience (2 Hrs.)

Exploration of how we learn from experience and of conditions that encourage functional and dysfunctional learning. Special attention to resistance to change, the task of maintaining identity and personal knowledge of others. Provides perspective on lifelong, informal learning. See AST 421 and PHI 421.

INO 422 Freedom, Experience and the Person (2 Hrs.)

Exploration of the nature of autonomy, obstacles to it and the use of experiential learning to enhance it. Special attention to games and scripting, personal power and powerlessness, humanistic paths to autonomy and behavioral paths to self-control. See AST 422 and PHI 422.

INO 471 Final Demonstration of Achievement (2 Hrs.)

Closure project required of all B.A. candidates. Demonstration must be approved by the degree committee and INO faculty. Must be completed during term of expected graduation.

INO 499 Independent Study: Tutorial (2-12 Hrs.)

Readings or research on trends and current issues in the student's self-designed, experimental discipline. In consultation with faculty, students define topics integral to satisfying their self-assessed learning needs. May be repeated for a maximum of 12 hours.

INO 501 Self-directed Learning (2 Hrs.)

Concepts and skills of self-directed learning for INO and other graduate students. Topics include clarifying values, setting educational goals, assessing personal learning history, defining learning needs, designing effective learning experiences, evaluating learning outcomes and designing a learning proposal. Offered first eight weeks.

INO 511 Individual Option Colloquium (2 Hrs.)

Advanced study of designing effective learning experiences, documenting and evaluating independent learning, organizing learning resources and

designing a curriculum. Students design a major learning project. Offered second eight weeks. Prerequisite: INO 501.

INO 521 Liberal and Integrative Studies Project (2 Hrs.)

Application of the principles of integration and autonomy explored in INO 501 and 511. Students present a paper relating learning experiences to a common theme or issue. Prerequisites: INO 501 and INO 511.

INO 550 Master's Project (4-12 Hrs.)

Closure project required of all M.A. candidates. This university requirement may also be satisfied by INO 560. May be repeated for a maximum of 12 hours.

INO 560 Thesis (4-12 Hrs.)

Major research and writing project. Topic must be approved by the degree committee prior to registration. Thesis normally satisfies the university master's project requirement. May be repeated for a maximum of 12 hours.

INO 580 Independent Field Project (2-12 Hrs.)

Experiential learning project must be directly applicable to the student's degree proposal. Field experience journal and formal presentation of project results required. May be repeated for a maximum of 12 hours.

INO 599 Independent Study: Tutorial (2-12 Hrs.)

Readings or research on trends and current issues in the student's self-designed, experimental discipline. In consultation with faculty, students define topics integral to satisfying their self-assessed learning needs. May be repeated for a maximum of 12 hours.



Labor Relations

B.A. (60 Hrs.)

Faculty — Hugh Harris, Robert Sipe

Associated Faculty — Michael Ayers, Anne Draznin, John Munkirs, Ron Sakolsky

The labor relations program is designed to develop an understanding of the environment in which both employees and managers find themselves in contemporary American society. The curriculum offers a broadening experience for a variety of academic backgrounds and preparations, including students with an A.A. or A.S. degree that focuses on labor studies or students with two years' study at a college or university who have majored in business administration, public administration or social science-related fields. Building upon these backgrounds, the program curriculum provides a framework in which contemporary issues of labor-management relations in the economy's public and private sectors are addressed.

The labor relations curriculum focuses on a variety of areas related to work relations and work environments, including (1) the nature of work in our society, (2) the politics and economics of the workplace, (3) the various schemes of work design and compensation and (4) the consequences of present and possible alternative forms of work and/or work relations. Work itself is viewed as a major factor influencing the lives of individuals and institutions. The program's emphasis is on the relationship between labor and management and the impact of that relationship on organizational effectiveness and on the work force.

The general approach of the program is critical inquiry designed to facilitate self-education. Critical inquiry skills are fostered by (1) studying the values associated with currently held beliefs, (2) examining alternative frameworks for analyzing problems and prospects associated with labor environments, (3) investigating the nature

of myths and ideologies that surround and shape work relations, (4) studying legislative and organizational politics that affect work and work relations and (5) examining various reform alternatives and strategies.

The program's overall emphasis is on the integration of theory and practice. Theories must be grounded in reality and serve as realistic guides for action if they are to be useful in assisting people who participate in labor-management relationships. Application of theory to problem solving is important and integral and involves both systematic study of theory application and actual practice through supervised projects.

Entrance Requirements

There are no entrance requirements beyond those needed for admission to the university.

Advising

All students must select and meet with an academic adviser from the labor relations program during their first semester. Students are encouraged to consult regularly with their advisers for program information, program planning assistance and general advice. Upon entry, students are required to enroll in the program's introductory seminar, LAR 423 Labor Management Relations. Because students may enter the program from a variety of backgrounds and for a variety of reasons, this seminar, when coupled with personal academic advising, provides means for monitoring, adjusting and assessing individual skill levels and patterns of study. Should students have deficiencies — e.g., in communication or an-

alytical skills — means for eliminating those deficiencies must be determined by the student and adviser.

University Requirements

Students are required to complete a minimum of 12 semester hours of university requirements in the areas of liberal studies colloquia, public affairs colloquia and applied study. These hours must include at least four (4) hours in each of at least two (2) of these areas.

Program Requirements

Program requirements for the B.A. degree are distributed as follows:

Core

LAR 423 Labor Management Relations	4 Hrs.
MGT 431 Human Resource Management	4 Hrs.
LAR 424 Theories of the Labor Movement	4 Hrs.
LAR 426 Political Economy	4 Hrs.
LAR 427 American Labor History	4 Hrs.
LAR 429 Labor Relations Seminar	4 Hrs.
Total Core	24 Hrs.

Other Requirements

Two labor relations skills courses from among:

LAR 452 State and Local Public Sector Labor Relations	8 Hrs.
LAR 463 Labor Law	
LAR 464 Contract Administration	
LAR 467 Labor Arbitration	
LAR Electives (approved by adviser)	4 Hrs.
University Requirements	12 Hrs.
General Electives	12 Hrs.
Total	60 Hrs.

Successful completion of the constitution examination and filing of the graduation contract are required.

Satisfactory completion of an applied study term requires approval of adviser be-

fore beginning the experience. AST assignments are designed to involve students with some aspect of labor relations in a public or business organization or labor union organization.

Program Prerequisites

Two areas of study must be completed within the first 30 hours of enrollment. The courses used to satisfy this requirement may be taken for general elective credit: (a) one semester of research methods, or SOA 411 Social Research Methods, and (b) one semester of statistics, or ECO 313 Statistics for Business and Economics.

Labor Relations Minor

To earn a minor in labor relations, students must complete a minimum of 16 semester hours of upper-division course work at Sangamon State University. Three core courses are required: LAR 423 Labor Management Relations, LAR 424 Theories of the Labor Movement and LAR 463 Labor Law. An LAR elective course is also required and must be approved by the student's faculty adviser.



Course Descriptions

LAR 419 Marxism and Critical Theory (4 Hrs.)
Basic ideas and concepts in recent European Marxist philosophy and critical theory. Emphasis on dialectic method and its use in analyzing Western capitalism. See SOA 409.

LAR 423 Labor Management Relations (4 Hrs.)
Behavioral, economic, social, political and institutional forces affecting character and quality of employer-union-management relationships and objectives in both public and private employment. See MGT 423.

LAR 424 Theories of the Labor Movement (4 Hrs.)
Examination of the American labor movement in an historical and international context through comparative analysis of political, economic and social theories of labor movements in the public and private sectors.

LAR 426 Political Economy (4 Hrs.)
Analysis of competing theories and models of explanation in political science and economics as they

comprise the basis for contemporary policy disputes and alternatives. Emphasis on the crisis tendencies/contradictions of the political economy of the United States and its impact on the rest of the international economic order. See ECO 426.

LAR 427 American Labor History (4 Hrs.)

Historical analysis of changing views and nature of work, cause and effect of workers' organizations, and culture of workers through songs and novels of and about ordinary people. See HIS 427.

LAR 429 Labor Relations Seminar (4 Hrs.)

Integration of labor studies course work in the form of policy proposals on various labor-related issues.

Contemporary Issues

LAR 434 Women and Work (4 Hrs.)

Role of women workers participating in the American labor force, their status and roles, their satisfaction and alienation and their part in the labor movement. See WMS 434.

LAR 438 Work and Health (4 Hrs.)

Relationship between work environments and workers' health. Emphasis on mental, physical and sexual maladies attributable to work environments of white- and blue-collar workers. Includes examination of possible reform, preventative medicine approaches and government involvement.

LAR 441 Radical Social and

Political Theory (4 Hrs.)

Ideas and prophetic visions of Herbert Marcuse, Wilhelm Reich and Marshall McLuhan as critics of the technocratic state. Examines validity of critiques and alternative proposals for a radical reconstruction of social life. See POS 427.

LAR 447 Organized Labor and

American Politics (4 Hrs.)

Organized labor in national, state and local electoral politics. Examines strategies of lobbying, mass mobilization and political ideology.

LAR 452 State and Local Public

Sector Labor Relations (4 Hrs.)

Behavioral, legal, social, political and institutional

forces that affect dynamics of labor relations in public employment.

Applications and Alternatives

LAR 461 Labor Union Organizing (4 Hrs.)

Critical analysis of trends in labor union membership, including legal procedures, theories, strategies and techniques of organizing in the public and private sectors.

LAR 462 Workplace Democracy (4 Hrs.)

Origins and recent developments in theory and practice of workplace democracy, both in the United States and in other capitalist as well as communist countries. Exploration of such concepts as worker control, worker self-management and economic democracy. See ADP 441.

LAR 463 Labor Law (4 Hrs.)

Practical study of national and state laws governing collective bargaining in both private and public sectors. Includes a thorough discussion of bargaining units, election procedures, unfair labor practices and good faith bargaining. See LES 463.

LAR 464 Contract Administration (4 Hrs.)

Contract administration with emphasis on interpretation, application and impasse resolution techniques of grievance procedures, mediation and arbitration. See ADP 411.

LAR 467 Labor Arbitration (4 Hrs.)

Philosophy and practice of labor arbitration in the unionized private and public work settings. Students develop skills in arbitration practices, research methods, decisionmaking, rules and procedures, selection of arbitrators, and construction and presentation of cases in simulated arbitration proceedings. See LES 467.

LAR 470 Special Project (4 Hrs.)

Application of critical theory to a specific, timely problem area announced each time course is offered. May be repeated for indefinite number of credit hours, but topics must differ.

Legal Studies

B.A. (60 Hrs.) M.A. (48 Hrs.)

Faculty — Anne Draznin, Nancy Ford, Dennis Fox, Larry Golden, William Jordan, Frank Kopecky

Associated Faculty — B. Douglas Anderson, Barbara Hayler, Pat Langley, Peter Wenz

Adjunct Faculty — Kathryn Eisenhart, John Ellis, Charles Northrup, Dennis Rendelman, John Squibb

The legal studies program presents the student with courses, information and faculty expertise that emphasize law in a societal context within a broad-based liberal arts curriculum. The program seeks to develop the student's knowledge and understanding of the legal system and to enhance skills in analytical thinking, research and writing. The program also seeks to develop professional and scholarly skills that graduates will need in law-related careers or graduate-level studies.

Knowledge of the law and legal system is important for individuals in a wide array of careers, from social workers to lobbyists, from union representatives to personnel administrators, from law enforcement officials to court administrators. Many professionals need a comprehensive understanding of what the legal system is, how it works, how it interrelates with societal change and how it assists people in asserting their rights.

The objectives of the legal studies program are (1) to develop analytical skills necessary to appreciate law as a social phenomenon, (2) to develop an understanding of how law is created, applied, interpreted and changed, (3) to impart knowledge of substantive areas of the law, (4) to provide clinical or direct working experience in legal environments, (5) to perfect student skills in legal research, writing and analysis, and (6) to provide an interdisciplinary liberal arts education.

The Bachelor's Degree

Entrance Requirements

The student seeking admission to the legal studies program must meet all university requirements for undergraduate admission. (Students with questions concerning these requirements should contact the university's Office of Admissions at (217) 786-6626.) The program requires no additional application for admittance. While no special background is required, students should have completed all of their general education requirements before taking any legal studies courses. Students should have good oral and written communication skills and a strong interest in the law and legal profession. The LES program is generally considered a demanding one, so students should anticipate a rigorous educational experience.

Advising

Because of the sequential nature of the required courses, students should consult a member of the program faculty prior to registration. New students and those not fully admitted should contact the program at (217) 786-6535 for advising assistance. A permanent adviser is assigned *after* a student has been fully admitted. Students should meet with their faculty adviser at least once a semester.

Students may change advisers whenever they wish by filing a form for this purpose (available in the LES program office). Students changing advisers should be careful

to make sure that the new adviser has all academic records and is aware of the academic plan developed with the previous adviser.

University Requirements

The university requires the student to complete at least 12 hours in at least two of the following course areas: applied study (AST), public affairs colloquia (PAC) and liberal studies colloquia (LSC). According to university policy, no student may waive this 12-hour requirement.

The legal studies program requires each student to take a minimum of four semester hours of AST and eight hours of PAC or LSC. Students may take eight hours of AST, but they may apply only four hours of this credit toward fulfilling the university requirement. The student desiring to take eight hours of applied study should register for eight hours of AST, but four hours will be credited as a LES elective. All legal studies AST placements must be approved prior to registration by the program's liaison to the university's applied study office.

When necessary and advisable, students may waive the program's four-hour AST requirement and substitute four hours in one of the other two areas. Waivers are given only in exceptional cases. Student petition forms for requesting waivers are available in the LES program office.

Student Assessment

The LES program is participating in the university's student assessment program, which is designed to assist Sangamon State in meeting the educational needs of its students. Incoming students are required to take a series of tests that measure reading, writing and analytical skills. Students are not graded on these tests. Arrangements for the testing are made through the Office of Student Assessment.

Program Requirements

Required courses provide students the opportunity to acquire essential legal back-

ground and to develop needed skills. Elective courses allow students to focus their program of study in a specific area of interest to meet individual career goals. LES majors must take all core courses listed below. The program recommends that these courses be taken in the semester and year indicated, unless the student's adviser recommends otherwise. Students should be aware that required courses are not offered every semester.

Core Courses

LES 301 Introduction to Law	
(1st semester)	4 Hrs.
LES 302 Seminar on Legal Environment (1st semester)	2 Hrs.
LES 401 Legal Research and Citation (2nd semester)	2 Hrs.
LES 402 Legal Research, Analysis and Writing (3rd semester)	4 Hrs.
LES 405 Law and Decision-making (2nd semester)	4 Hrs.

Constitutional Law (Choose one of the following.)

LES 415 The American Constitution and Constitutional Law (2nd year)	4 Hrs.
LES 416 The American Constitution and Civil Liberties (2nd year)	4 Hrs.

Law and Injustice (Choose one of the following.)

LES 404 Law and Social Order	4 Hrs.
LES 456 Law and Literature	4 Hrs.

Law in Context (Choose one of the following.)

LES 443 Psychology and Law	4 Hrs.
LES 452 History of American Law	4 Hrs.
PHI 467 Philosophy of Law	4 Hrs.

Substantive Law (Choose at least four hours from the following or other courses approved by adviser.)

LES 403 Practice Skills	4 Hrs.
LES 411 Judicial Process	4 Hrs.
LES 421 Judicial Administration	4 Hrs.
LES 423 Dispute Resolution	4 Hrs.

LES 441 Welfare Law	2 Hrs.
LES 442 Legal Advocacy for the Elderly	4 Hrs.
LES 444 Mental Health Law	4 Hrs.
LES 445 Housing Law	2 Hrs.
LES 446 Family Law	4 Hrs.
LES 447 Women in American Law	4 Hrs.
LES 448 Juvenile Law	2 Hrs.
LES 449 Nondiscrimination Laws in Employment	4 Hrs.
LES 463 Labor Law	4 Hrs.
LES 465 Corrections Law	4 Hrs.
LES 466 Prisoners' Rights	2 Hrs.
LES 467 Labor Arbitration	4 Hrs.
LES 468 Small Business Law	1 Hr.
LES 469 Real Estate Law	1 Hr.
LES 471 Probate Law	1 Hr.
LES 472 Street Law: Criminal Rights	1 Hr.
LES 473 Consumer Credit Law	1 Hr.
LES 474 Law of Evidence	2 Hrs.
LES 475 Marital Dissolution Law	1 Hr.
LES 476 Legal Ethics	1-2 Hrs.
LES 477 Criminal Law and Procedure	4 Hrs.
LES 478 Substantive Criminal Law	4 Hrs.
LES 486 Legal Aspects of Non-profit Organization Management	2 Hrs.
LES 488 Legal Reporting	4 Hrs.
<i>Total Core</i>	<i>32 Hrs.</i>
University Requirements	12 Hrs.
General Electives	<u>16 Hrs.</u>
<i>Total</i>	<i>60 Hrs.</i>

Communication Requirement

The university requires that students demonstrate proficiency in their writing skills before attaining a degree. Each student's writing skills are initially assessed by instructors in legal studies courses. Students who are identified as having writing difficulties are required to develop a plan of improvement with their advisers.

Certification of communication skills for LES majors occurs in LES 402 Legal Re-

search, Analysis and Writing. Students are required to pass the writing portion of the course with a grade of C or better to meet this university requirement. Students who do not demonstrate adequate communication skills will receive an incomplete in LES 402 until sufficient skills are developed. The LES program reserves the option of requiring the student to enroll in a formal remedial writing program.

Closure Requirement

Students must complete 60 upper-division hours and fulfill all program and general education requirements in order to graduate. Each student must fill out the university's graduation contract and have it approved by the required personnel *no later than eight weeks after the start* of the student's final semester. Students are allowed to submit their contract for early consideration the semester prior to their final term.

Graduation contract forms are available in the LES program office.

Legal Assistant Training

The LES program is accredited by the American Bar Association as an approved legal assistant training program. All students graduating with an LES degree are able to state that they have successfully completed an ABA-approved legal assistant training program. SSU does not offer a separate, non-degree paralegal certification program outside the degree program.

Legal Studies Minor

A minor in legal studies is directed toward students who are interested in learning about the legal system in possible preparation for applying to law school or who believe that legal studies will enhance their studies in their major area of study. The objectives of the legal studies minor are to provide an understanding of the legal system and the role of law in society, to allow students to study the legal aspects of their chosen major, and to provide an introduction to law for those considering law school.

To earn a minor in legal studies, students must complete a minimum of 18 hours. Core courses include LES 301 Introduction to Law, LES 302 Seminar on Legal Environment and either LES 415 The American Constitution and Constitutional Law or LES 416 The American Constitution and Civil Liberties. Students must complete a minimum of eight hours of electives in legal studies courses.

The Master's Degree

The master of arts program in legal studies is designed to present the master's candidate with a course of study emphasizing law as a social phenomenon as well as a technical body of rules. It is a rigorous course of study, designed to develop the candidate's critical understanding of the legal system. It emphasizes analytical and conceptual thinking, legal research and writing, substantive areas of the law, ethical and public interest concerns, public advocacy skills, and the role of law in society.

The objectives of the graduate program are (1) to develop an understanding of the theoretical bases of law and the courts and their role in society; (2) to enhance the ability to identify and analyze fundamental legal values, issues and policy considerations and their operational environments; (3) to ensure a thorough understanding of the legal system, its decisionmaking factors, institutions and processes; (4) to develop critical thinking, legal research and writing, and public advocacy skills; (5) to explore substantive, procedural and administrative areas of law and their legal and practical implications; and (6) to provide opportunities for professionally related clinical experiences to augment and broaden the skills and understanding learned in the classroom.

Entrance Requirements

The program requires students to apply for admission both to the university and to the program. Application forms and information on admission requirements may be

obtained from the LES program office.

Students must have a baccalaureate degree to be admitted to the program. No particular undergraduate major is required. It is anticipated that students will come from a variety of educational experiences and backgrounds.

Prerequisites

All graduate students, as part of their undergraduate education, must have taken for credit LES 415 The American Constitution and Constitutional Law or LES 416 The American Constitution and Civil Liberties, or the equivalent. To receive credit for a comparable course, the student must have received a grade of C or better in a three or four semester hour course (or equivalent quarter hours). A pass/fail grade will be assumed to be a C. Credit earned for this course *may not* be applied toward M.A. requirements. Students who wish to receive credit for an equivalent course and/or other competency in this area must apply for a waiver. (See section on waivers below.) Students who have not completed the constitutional law requirement should take this course as early as possible in their graduate studies.

Advising

Faculty advisers help students plan their overall course of graduate study. The adviser provides advice, explains the different areas of concentration and assists the student if any difficulties arise during his or her SSU career. A faculty adviser is assigned to each graduate student after the student has been fully admitted to the LES program. Students without an official adviser, including less than fully admitted graduate students, should refer to the program's convener for advising, until such time as a permanent adviser is assigned. Advisers are required to sign off on a variety of registration forms, including applications for clinical or thesis studies. Most advisers require that students meet with them before approval for a project is given.

Students may change their advisers whenever they wish by filing a form for this purpose available through the program office. Students changing advisers should be careful to make sure the new adviser has all of their academic records and is aware of the academic plan developed with the previous adviser. Students should talk to their faculty adviser at least once a semester.

Grading

A maximum of four hours of C are allowed in LES course work, but students must maintain a B or higher average within the program. To encourage students in choosing electives, an additional four hours of C are permitted if an overall B average is maintained. Clinical education courses and tutorials are graded on a credit/no credit basis.

Degree Requirements

The master of arts in legal studies involves 48 hours of graduate and upper-division course work. The courses fall into three categories: core courses, concentration courses and general electives. Students should consult with their faculty adviser prior to registering in the legal studies graduate program. Pre-registration advising is important, as many of the legal studies courses are taken in sequence and not every course is offered every semester. The program recommends that courses be taken the year and semester indicated. All students must fulfill the 22 hours of core requirements.

Core Courses

LES 501 Legal Studies Colloquium (1st semester)	4 Hrs.
LES 401 Legal Research and Citation (1st semester)	2 Hrs.
LES 402 Legal Research, Analysis and Writing (2nd semester)	4 Hrs.
LES 513 Politics, Inequality and the Legal Order (3rd semester)	4 Hrs.

LES 587 Public Advocacy (4th semester)	4 Hrs.
LES 500 Thesis or	
LES 504 Graduate Seminar	4 Hrs.
<i>Total Core</i>	<i>22 Hrs.</i>
Concentration	26 Hrs.
<i>Total</i>	<i>48 Hrs.</i>

A student may take both LES 500 Thesis and LES 504 Graduate Seminar. One or the other must be designated as an elective. The thesis may also be taken for up to eight hours. Four hours fulfill the core requirement; the additional four hours will be credited as an elective.

Students must choose one of the following areas of study to focus his/her graduate legal studies. The areas of study and the courses that comprise them are set forth in the *LES Graduate Handbook*, a copy of which is given to every graduate student upon acceptance into the program. Each area of study includes required and optional courses.

Students choosing a given area must take all the required courses listed under that area and at least the minimum number of credit hours from courses listed as "optional" under that area.

Modification in areas of study requirements must be approved by the student's adviser. Petitions for changes of area requirements will be handled like course waivers.

Areas of Study

Law and Social Services. The law and social services concentration is designed to assist students preparing themselves for careers in the social service field. The electives represent a wide range of offerings covering legal problems and processes important to the development of social policy and the delivery of social services.

Law and the Public Interest. The law and public interest concentration equips students with the legal and administrative knowledge needed to pursue careers in government agencies and public organiza-

tions. Both substantive and procedural courses are offered to give students an understanding of the legal and administrative dynamics of public service.

Law and Administration. This course of study seeks to equip students with the administrative and legal knowledge and skills to pursue careers in a variety of government agencies and the courts. Students may choose from a variety of substantive law and public management courses in order to understand the legal and bureaucratic dynamics of public service leadership.

Student-designated Concentration. In conjunction with their adviser, students may create and define an area of study that incorporates courses whose focus is specific to the student's individual educational and/or career needs. The student's area of study, including required and optional courses, must be submitted to the program for approval. Each area must include a minimum of 20 hours of required and optional courses and six hours of electives, for a total of 26 hours.

Clinical Education

A clinical education experience provides students with skills necessary to be successful in a legal environment. Participation in clinical education is recommended for those students admitted to graduate study in 1991 and subsequent years in the first three areas of study listed above. Master's candidates may earn up to eight hours of clinical education credits: Four credit hours meet the area requirement; the other four are considered elective credit.

Government agencies, the Illinois Supreme Court and other organizations sponsor internships, both paid and unpaid. Placement options include courts, administrative agencies, state and federal attorneys' offices, legal aid offices, private law firms and other public interest groups. Public service (GPSI) and legislative internships, as well as graduate assistantships, may be substituted for clinical education

without going through the waiver petition process. Students working full time or otherwise unable to work at a clinical position should work with their adviser to develop a research or project alternative that emphasizes the practical aspects of their area of study.

Waivers

Students are expected to fulfill all program degree course requirements. If it is impossible for a student to take a required class or if a student has already taken one of the required courses as an undergraduate or its equivalent at another institution and wants to waive the requirement, the student must still complete the credit hours in some other course.

Closure Requirements

In addition to completing course requirements, a graduate student must complete a master's thesis or graduate seminar and must fulfill the United States and Illinois Constitution requirement. Graduate students should submit a graduation contract to their adviser prior to registering for the last semester of study.



Course Descriptions

Both undergraduate and graduate students may enroll in 400-level courses. In most instances, however, graduate students are held to a higher standard of academic performance and additional requirements may be imposed.

Undergraduate Courses

LES 301 Introduction to Law (4 Hrs.)
Introduction to legal reasoning and legal institutions. Survey of law-making institutions and various substantive areas of the law. Basic legal terminology and concepts stressed.

LES 302 Seminar on Legal Environment (2 Hrs.)
Daily workings of the legal system. Trips conducted to courts, administrative hearings and law offices. Persons employed in the legal system participate in seminars. Readings about law and the legal system discussed.

Undergraduate or Graduate Courses

LES 401 Legal Research and Citation (2 Hrs.)

Explores the principles of legal research into case, statutory, constitutional and administrative law materials. Components of the course include an introduction to the kinds of law books, the use and patterns of law books, and the methods of finding and citing legal materials. Use of research tools such as digests, legal encyclopedias, legal periodicals, government documents, indexes, citators, treatises and social science periodicals related to law is also stressed. Students are introduced to case briefing and complete research and citation exercises.

LES 402 Legal Research, Analysis and Writing (4 Hrs.)

The course builds upon skills learned in LES 401. Emphasis is on reading, analyzing and applying the law found in the various legal sources. Coverage includes the major kinds of legal writing: case briefs, office and court memoranda, and briefs. Computerized legal search methods are introduced. Students write legal briefs and memoranda that integrate research, writing and citation skills. Prerequisite: LES 401 with a grade of C or better.

LES 403 Practice Skills: Illinois Civil Procedure for Legal Assistants (4 Hrs.)

Legal skill-building, including exposure to interviewing and counseling, legal drafting and legal ethics. Civil trial practice covers pleadings, motions, discovery, pre-trial conference, jury selection, trial protocol and appellate strategies. Learning techniques involve role playing and media demonstrations. Prerequisites: LES 401 and 402.

LES 404 Law and Social Order (4 Hrs.)

Nature and functions of law in general, given the economic and political organization of American society. Law and the legal system viewed from a critical perspective, including relationship between the legal system and justice, fairness and equality. Particular emphasis on issues of inequality involving race, class and gender. See POS 421, SOA 425 and WMS 445.

LES 405 Law and Decisionmaking (4 Hrs.)

Processes by which statute law and public policy are constructed, interpreted, implemented and evaluated with special emphasis on Illinois criminal justice policy. Prerequisite: LES 301, or SJP 311.

LES 411 Judicial Process (4 Hrs.)

Social science literature on judicial process in the United States, with emphasis on Illinois. Major topics include legal culture, court structure, litigation, legal profession, trial and appellate courts, impact and compliance, and criticisms of the process. See POS 417 and SJP 419.

LES 415 The American Constitution and Constitutional Law (4 Hrs.)

The place of the Constitution and Supreme Court in

American policy, using both empirical and case materials. Focus on structure and powers of national government, with special emphasis on the Supreme Court as a policy-making institution. See POS 415.

LES 416 The American Constitution and Civil Liberties (4 Hrs.)

Civil liberties constitutional law, with examination of Supreme Court's role in definition and development of civil liberties. Emphasis on Bill of Rights and Civil War Amendments. See POS 416.

LES 421 Judicial Administration (4 Hrs.)

Basic concepts and critical issues in judicial administration. Emphasis on Illinois court system structure and functions in comparison with national standards and other court systems. Topics include case-flow management, jury management, records management, personnel administration, judicial rule making, budgeting, planning and research. See ADP 451.

LES 423 Dispute Resolution (4 Hrs.)

Alternative methods of settling disputes, including arbitration, conciliation and mediation. Emphasis on understanding the processes and the when and how of using alternative techniques. Incorporates hearing simulations and practice skills training. Covers commercial, construction, labor, accident claims, international and family disputes.

LES 441 Welfare Law: Law and the Poor (2 Hrs.)

Historical and philosophical bases of welfare law and ways laws affect the poor. In-depth analysis of Illinois welfare law and practice provides basis for exploration of alternatives, with the goal of building a model system.

LES 442 Legal Advocacy for the Elderly (4 Hrs.)

Laws and legal problems having greatest impact on the elderly; analysis of tools and techniques available to the advocate. See GER 442.

LES 443 Psychology and Law (4 Hrs.)

Examines the degree to which basic legal assumptions are supported by social scientific evidence. Interconnections among values and ideologies, psychological theory and data, and legal policies. Legal socialization, adversary system, jury selection and behavior, punishment and deterrence, pornography and violence, rights of minors, psychologists as expert witnesses and other topics are included.

LES 444 Mental Health Law (4 Hrs.)

Examines the relationship between the state and mentally disordered individuals. Primary focus on constitutional and theoretical issues surrounding civil commitment to state hospitals and the insanity defense. Related topics include the rights of mental patients, competency to stand trial and the role of mental health professionals in legal proceedings.

LES 445 Housing Law (2 Hrs.)

Styles of life within public housing programs, laws

and legal practices affecting this area, exigencies that prevail, as well as possibilities for future improvements. Includes direct observation and study of landlord and tenant laws and relationships; some direct work with public housing projects and programs.

LES 446 Family Law (4 Hrs.)
Law that affects the family. Topics include divorce, domestic violence, illegitimacy, adoption, child support and custody, parental control, abuse and neglect laws, issues affecting the elderly, domestic law reform and the impact of the women's rights movement. See SOA 454, HDC 446, CFC 446, WMS 446.

LES 447 Women in American Law (4 Hrs.)
Identification of sexism in American law, including constitutional standards of equal protection, impact of the proposed ERA, employment and educational issues, family and procreative concerns, and women and crime. See WMS 447.

LES 448 Juvenile Law (2 Hrs.)
Laws and legal practices governing children and youth, in particular those from poor families who need assistance, wards of the courts and juvenile offenders. Rights of children, youth services available, and institutional practices and laws governing these. Direct observation of systems and practices involving children and youth, both nonoffenders and offenders of the law. See SJP 428.

LES 449 Nondiscrimination Laws in Employment (4 Hrs.)
Development and implementation of nondiscrimination laws in employment, including hiring, firing, promotion, terms and conditions, benefits and pay. Focus on protective labor laws, veteran preference, harassment and due process requirements in employment. See WMS 449 and ADP 452.

LES 452 History of American Law (4 Hrs.)
Historical examination of the professional and constitutional development of law in the United States. Topics include the common-law legacy, substantive and procedural aspects of legal history, jurisprudence, the American lawyer, and interaction of law with American society, thought and politics. See HIS 452.

LES 456 Law and Literature (4 Hrs.)
Individual conscience and the duty to obey and disobey law; nature of political trials; concept of property, especially ownership or exploitation of racial minorities and women; issues of justice through readings and discussions of literature. See WMS 448.

LES 463 Labor Law (4 Hrs.)
Study of concepts and laws governing collective bargaining in both private and public sectors. In-

cludes a thorough discussion of bargaining units, election procedures, unfair labor practices and good faith bargaining. See LAR 463.

LES 465 Corrections Law and Advocacy (4 Hrs.)
Emerging law affecting the accused, the prisoner and responsible institutions. Study includes examination of related constitutional issues surrounding pretrial, plea agreement, sentencing, incarceration, parole and probation revocation, and other post-conviction remedies. Emphasis also given to public policy issues surrounding reform and alternatives.

LES 466 Prisoners' Rights (2 Hrs.)
Historical and current cases on prisoners' rights. Includes summary of LES 465 but focuses on the institutionalized inmate and his/her rights, duties of the institution, with special attention to Illinois Department of Corrections, and advocacy of institutional reform.

LES 467 Labor Arbitration (4 Hrs.)
Philosophy and practice of labor arbitration in the unionized private and public work settings. Students develop skills in arbitration practices, research methods, decisionmaking, rules and procedures, selection of arbitrators, and construction and presentation of cases in simulated arbitration proceedings. See LAR 467.

LES 468 Small Business Law (1 Hr.)
Common forms of small business organization, including sole proprietorship, partnership and corporation. Liability, tax, management and formation issues also discussed.

LES 469 Real Estate Law (1 Hr.)
Practical basic introduction to legal matters that routinely occur in transfer of real estate in Illinois, focusing on residential real estate.

LES 471 Probate Law (1 Hr.)
Practical basic introduction to transfer of property between generations as regulated by Illinois law.

LES 472 Street Law: Criminal Rights (1 Hr.)
Legal protections in the criminal area compared to actual practices. Rights in the street, house and car; search and seizure; police visits, arrests and interrogation; jail and bail; traffic, gun and drug violations; court procedures and expungement.

LES 473 Consumer Credit Law (1 Hr.)
Basic practical look at consumer credit issues in Illinois. Special areas include liens, attachment of property, garnishment of wages, truth in lending, equal credit opportunity, credit reporting and various debtor rights.

LES 474 Law of Evidence (2 Hrs.)
Basic study of rules of evidence for nonlawyers working in lawyer-support or investigatory situations that require basic evidentiary knowledge. Provides practical knowledge of problems faced in in-

vestigations with a view toward evidentiary sufficiency and possible admissibility in hearings or trials.

LES 475 Marital Dissolution Law (1 Hr.)

Basic analysis of marital dissolution practice in Illinois, with focus on divorce, custody, support and related issues.

LES 476 Legal Ethics (1-2 Hrs.)

Overview of legal assistants and their functions in relation to authorized practice of law. Other topics include legal education and licensing requirements, ethical and unethical conduct by lawyers and non-lawyers, the Code of Professional Responsibility and disciplinary proceedings.

LES 477 Criminal Law and Procedure (4 Hrs.)

Criminal law and criminal procedure at the state and federal level, through case law and policy studies. Includes consideration of constitutional requirements and statutory procedures throughout the criminal justice system. See SJP 417.

LES 478 Substantive Criminal Law (4 Hrs.)

Selected aspects of substantive criminal law and policy, with particular emphasis on Illinois criminal code. Topics include criminal liability and responsibility, constitutional restrictions on definitions of crime, types of crimes and criminal defenses. See SJP 418.

LES 480 Special Topics Seminar (2 or 4 Hrs.)

Intensive examination of selected issues important to study of the legal system. Topics announced each time course is offered. May be repeated for an indefinite number of hours, but particular topic must differ.

LES 484 Environmental Law (4 Hrs.)

Surveys the major federal statutes and regulatory schemes relating to environmental quality and analyzes and compares the contrasting approaches to regulation that have been used. Focuses on the interaction of law and policy and considers the role of Congress, the regulatory agencies and the courts in defining and implementing environmental mandates. See ENS 488.

LES 486 Legal Aspects of Nonprofit Organization Management (2 Hrs.)

Examines law and its applications in the management of nonprofit organizations. Geared for graduate-level students, experienced professionals or community agency volunteers with little or no formal training in law. See CAM 486.

LES 488 Legal Reporting (4 Hrs.)

Methods and techniques of reporting on activities of courts and other legal institutions. Students analyze substantive issues in law. Several feature-length articles on law or legal institutions required; articles reviewed for publication through the Illinois State Bar Association.

Graduate Courses

LES 500 Thesis (4-8 Hrs.)

LES 501 Legal Studies Colloquium (4 Hrs.)

Provides a common framework for graduate students in legal studies, focusing on such topics as history and philosophy of justice, law and legal institutions.

LES 504 Graduate Seminar (4 Hrs.)

A seminar for second-year graduate students that provides students with an opportunity to build upon and further develop research, writing and analytical thinking skills and to apply these skills to the resolution of current substantive legal problem(s) or issue(s) in such a way that the relationship of law to society and to social change is heightened. Seminar design varies with instructor. The final paper in this course will be reviewed by the Graduate Review Committee and will constitute the master's level project.

LES 513 Politics, Inequality and the Legal Order (4 Hrs.)

Exploration of inequality in the American political and legal system; nature and functions of law in general, given the economic and political organization of American society. Law and the legal system viewed from the critical perspective, including relationship between the legal system and justice, fairness and equality. Issues of inequality, race, class and gender will be stressed. See POS 513.

LES 522 Helping Professions and the Law (4 Hrs.)

Helping professions and network of legal regulations and proscriptions, including legal responsibility, malpractice, privacy, confidentiality, torts and licensure. Attention to recent changes in the law. See CFC 522.

LES 551 Administrative Law (4 Hrs.)

Legal foundation of administrative powers and limitations; study of delegation of administrative power, administrative discretion, legislative and executive controls and legal restraints; types of administrative action and enforcement, administrative remedies and judicial review of administrative action. See ADP 551.

LES 554 Clinical Education (4-8 Hrs.)

Work experience in a legal setting. Placement arranged and supervised by student's adviser or program's clinical educational instructor. Credit/no credit only.

LES 578 Advanced Legal Research and Writing (2 or 4 Hrs.)

As a class, students select and research in-depth current legal problems and issues. Increased emphasis placed on analytical thinking and writing skills. Students may write legal memoranda or law-related articles. Prerequisite: LES 401 and 402, or equivalent experience. See ADP 552.

LES 579 Legal Drafting (2 or 4 Hrs.)

Students build upon legal research and writing skills by learning to read, analyze and draft legislation and administrative rules and regulations. Students also learn to draft pleadings and legal instruments. Prerequisite: LES 401 and 402, or equivalent experience.

LES 587 Public Advocacy (4 Hrs.)

Focus on skills, methods and strategies of institutional advocacy. Students study the role and uses of effective advocacy, both written and oral, through

structured readings and use of various advocacy techniques in a variety of posited situations. Topics of current interest that are allied to students' thesis research topics will be emphasized. Prerequisite: LES 401 and 402, or equivalent experience and consent of instructor.

LES 599 Tutorial (4 Hrs.)

Independent study, structured readings or research in fields of legal studies and administration of justice. Maximum of eight hours may be earned. Credit/no credit only.



Management

B.A. (60 Hrs.)

Faculty — Alfred S. Arkley, Robert Davis, Rodney Dinges, Dyanne Ferk, George Gruendel, Harriet Kandelman, Marya Leatherwood, Tim Miller, Donald Vanover, Joseph Wilkins

The management program prepares students for a life-time career in management. The curriculum is based on the premise that managers of business, government and nonprofit organizations face similar management problems and thus need the same core of management knowledge and skills to be effective.

The curriculum has three components: management core, liberal studies and electives.

Management core includes courses that comprehensively cover the theories and practices of effective management of all types of organizations.

Liberal studies includes upper-division courses in the social sciences, humanities and natural sciences.

Electives include a series of courses that form a coherent area of study. This series can be designed by the student with his or her adviser or can be one offered by other programs.

Advising

After entering the program, students should select an adviser from the management faculty. Prior to that time, assistance may be sought from the program chair. Actual planning of each student's baccalaureate curriculum is a joint responsibility of the student and the adviser.

University Requirements

Students are required to complete a minimum of 12 semester hours of university requirements in the areas of liberal studies colloquia, public affairs colloquia and applied study. These hours must include at least four (4) hours in each of at least two (2) of these areas.

Program Requirements

Management Core	28 Hrs.
Liberal Studies	4 Hrs.
Electives	16 Hrs.
University Requirements	12 Hrs.
<i>Total</i>	<u>60 Hrs.</u>

Liberal Studies

The purpose of this requirement is to ensure that each student exceeds the university's requirements in liberal studies by completing four semester hours of upper-division credit beyond university requirements. Liberal studies includes courses in social sciences, humanities and natural sciences.

Electives

The electives allow the student to specialize in an area of study that is appropriate to his or her career goals. For some it will be further study in some management-related area; for others it will be further study in a non-management field so that he or she will be able to better relate management to societal concerns.

The adviser will approve the student's electives. It will be either a series of courses designed by the student and adviser or a series of courses offered by another program.



Course Descriptions

Management Core

MGT 311 Management Skills and Organizational Behavior (4 Hrs.)
Theories and applications of managerial functions, roles and skills as related to organizational behavior

and theories. Topics include planning, organizing, directing, controlling, communication, motivation, leadership, group dynamics and decisionmaking.

MGT 371 Managers, Organizations and External Environment (4 Hrs.)

Theories, models and applications of the management of organizations as related to the external environment, e.g., social responsibility and ethics. Prerequisite: MGT 311.

MGT 422 Managers, Power and Organizations (4 Hrs.)

Theories and applications of power as related to the management of organizations. Power, negotiation, and conflict management theories and skills are utilized in power simulations. Simulation activity fee may be required.

MGT 431 Human Resource Management (4 Hrs.)

Theories and applications of the management of human resources in organizations. Topics include human resource planning, recruitment, selection, training, performance appraisal, union-management relations and compensation. Prerequisite: MGT 311.

MGT 441 Managing Organization Development (4 Hrs.)

Theories and applications of organizational change and development as related to the management of organizations. Topics include diagnosis, strategies, interventions, group development and team building. Prerequisite: MGT 311.

MGT 461 Designing Effective Organizations (4 Hrs.)

Theories and applications of organization theory relative to the design of organizational structure. Topics include organizational analysis, culture, bureaucracy and relationship of technology to organizational structure. Prerequisite: MGT 311.

MGT 487 Leadership and Strategy: The Capstone (4 Hrs.)

Leadership theories and applications as related to the development of strategic policy for the management of organizations. This course is usually taken in the student's last semester. Prerequisites: All core courses.

Management Electives

Human Resources

MGT 421 Wage and Salary Administration (4 Hrs.)

Basic job evaluation systems, approaches to employee evaluation, wage surveys and the pricing of jobs, legislation affecting pay, job analysis and writing of job descriptions, group and individual incentives, and facets of fringe-benefit packages.

MGT 423 Labor Management Relations (4 Hrs.)

Behavioral, economic, social, political and institutional forces affecting character and quality of

employer-union-management relationships and objectives in both public and private employment. See LAR 423.

MGT 424 The Public Personnel Executive (4 Hrs.)

Management of personnel in the public sector, with emphasis on features unique to public service. Topics include rise of the merit system, collective bargaining in public service, and civil service reform, employee classification and training.

MGT 425 Management Development and Training (4 Hrs.)

The theory, concepts and applications of management development and training as related to organizational behavior and organization theory. Topics include adult learning theory, management skills, workshop design, training techniques, training evaluations and organization development.

Communications

MGT 462 Managerial Communication in Public Relations (4 Hrs.)

Current methods of dissemination of public information as practiced by business, government, industry, educational and social organizations; role responsibilities of information officers in private and public sectors.

MGT 463 Report Writing for Managers (2 or 4 Hrs.)

Develops expertise in report writing according to individual needs. Emphasis on techniques of planning, organizing, writing and editing.

Policy

MGT 473 Ethical Issues in Business and Management (4 Hrs.)

Controversial issues in business management related to fundamental disputes in ethics and social philosophy. Students examine their own and others' views and values, with attention to the moral ambiguities of contemporary professional life. Topics include the place of the profit motive in business, truth in advertising, governmental regulation and environmental protection. See PHI 445.

MGT 474 Leadership and Motivation (4 Hrs.)

Major leadership theories, characteristics of leaders, leadership styles, delegation, decisionmaking, communication and subordinate development examined. Motivational methods and techniques studied as potential tools for those assuming leadership roles.

MGT 475 Corporate Social Responsibility (4 Hrs.)

Relationship of business and the extramural social system. Broad areas covered include business giving, consumerism, ecology, community needs, labor relations, stockholder relations, minorities, government relations, and educational and economic activities.

**MGT 479 Legal Environment of Organizations:
Social and Economic Implications (4 Hrs.)**

Exercise of administrative, legislative and judicial power in regulating activities of public and private organizations. Examines present regulatory techniques for mergers, monopoly power and unfair trade practices.

General Courses

MGT 485 Career Planning and Development (2 Hrs.)

Selection of a career, entry into an organization and subsequent effects of the organizational environment. Anticipates possible factors that may influence career development.

**MGT 486 Group Management Techniques:
Quality Circles (2 Hrs.)**

Background and characteristics of quality circles, with description of techniques used to establish and maintain an effective circle. Attention given to the management context in which circles operate — industry, government, education and health care.

**MGT 489 Managing the Community/
Nonprofit Organization (4 Hrs.)**

Overview of management field as it pertains to com-

munity/nonprofit organizations, including communication, development of professional and non-professional staff, budgeting and marketing. Focus orients participants to managerial environments of organizations and provides experimental opportunities to develop managerial skills. See GER 489.

**MGT 490 Topics in Managerial Concepts
and Skills (1-4 Hrs.)**

Each topic covers a different managerial concept and includes an intensive workshop.

Practicum/Internships

MGT 481 Management Applications (4 or 8 Hrs.)

Provides students the opportunity to complete an internship and develop a project applying their management skills and knowledge in an organizational setting. Students are expected to develop an initial project proposal prior to enrolling in this course. Depending on the specific needs of the individual student, some of the skills that can be applied and enhanced include leadership, general management, and quantitative and/or computer applications. Includes both seminar and actual field experience and is recommended for management majors who elect to take an applied study term.



Management Information Systems

M.A. (44 Hrs.)

Faculty — Rassule Hadidi, Revathi Iyengar, Ojoung Kwon, Charles R. Shultz Jr.

Associated Faculty — David O'Gorman

The management information systems master's curriculum, which is administered by the School of Business and Management, is designed to provide both technical expertise in computer-based information systems and the ability to design and manage systems that provide management with needed information for decisionmaking.

Specifically, the MIS curriculum is designed (1) to provide students with the analytical and creative framework and methodology necessary to analyze, design, implement and manage complex information/decision support systems in contemporary organizational structures; (2) to demonstrate the principles necessary for understanding basic computer hardware and software systems and packages in order to ensure the data quality, transmission, processing and storage necessary to facilitate organizational decisionmaking and general operations; and (3) to provide high-level competencies in applying systems analysis and systems design strategies and techniques in realistic marketplace environments.

With the growing complexity of informational needs and computer systems and with the increasing utility of microcomputers and packaged software, today's organizations require a variety of new experts: information systems managers, systems analysts and designers, applications programmers, data base administrators, communication analysts and systems librarians. Expectations are, moreover, that developments in the next few years will demand MIS expertise of any professional administrator/manager who wishes to be competitive in his/her particular field. Although some positions necessitate more technical expertise than others, all require a balance

between technical knowledge and organizational knowledge. The management information systems degree is designed to provide this balance for a variety of professional environments.

The MIS curriculum also includes four courses designed to bring basic information systems expertise to students in other degree programs, such as business administration, public administration, health services administration, accountancy, economics and mathematical sciences. These courses, which are considered electives and may be taken in total or in part, are MIS 502 Structure of Computer Systems, MIS 513 Management Information Systems, MIS 523 Managerial Decision Support Systems and MIS 531 Strategic Decision Support Systems.

In addition, the MIS program offers an undergraduate minor designed to complement the student's primary area of study by providing a background and understanding of the decisionmaking processes in organizations; the organizational needs for information system development; and the application of modern MIS concepts and tools to meet organizational needs. It also provides a foundational exposure to state-of-the-art technology so that students can understand and capitalize on future developments in computers, telecommunications and computer software.

The MIS program offers two service courses for undergraduate students: MIS 322 Structured Programming in COBOL and MIS 342 Application Development Using Lotus 1-2-3.

Entrance Requirements

In addition to university graduate admission requirements, majors must have com-

pleted the equivalent of two semesters of accounting, or ACC 311 Administrative Uses of Accounting Information; one semester of production/operations management (such as BUS 322 Operations Management); one semester of statistics (such as MSY 323 Statistical Analysis or ECO 313 Statistics for Business and Economics); one semester of college algebra or mathematics, or the equivalent; and competency in a structured high-level programming language, either through course work, such as MIS 322 Structured Programming in COBOL, or practical experience.

Students work closely with an academic adviser who teaches in the program. The overall objective is to achieve the balance between technical knowledge and organizational knowledge that characterizes MIS expertise. Students may select electives based upon their background and interest. All electives must be approved by the faculty adviser.

Matriculation Requirements

1. Selection or assignment of a management information systems faculty adviser.
2. Fulfillment of all the prerequisites for the master's degree in MIS.
3. A B average in MIS 502, MIS 513 and MIS 523.

At least 24 hours of the courses required for the degree must be completed following matriculation into the program.

Communication Skills

Ability to communicate is central to the MIS expert and students should expect that writing and speaking skills will be an essential requirement in all MIS courses. Entering students are required to pass a diagnostic writing examination administered by the Learning Center. Students with deficiencies in writing may be required to take ENG 375 Expository Writing.

Closure Requirement

All MIS graduates must complete MIS 583 Graduate Project and Seminar or MIS

585 MIS Thesis and Seminar. The nature of the project is contingent on the individual's career goals and may or may not include a practicum experience. Projects may involve, for example, design/analysis of an information system for an existing organizational need; development of one or more data bases for a potential organizational need; analysis of managerial needs or uses for information that is accessible in an existing data base; or analysis, design, security and management of networks.

Program Requirements

ACC 506 Accounting Control for MIS	4 Hrs.
MIS 502 Structure of Computer Systems	4 Hrs.
MIS 513 Management Information Systems	4 Hrs.
MIS 523 Managerial Decision Support Systems	4 Hrs.
MIS 531 Strategic Decision Support Systems	4 Hrs.
MIS 542 Management of Data Base Systems or	
MSY 572 Data Base Management	4 Hrs.
MIS 552 Systems Analysis and Design	4 Hrs.
MIS 564 Telecommunications	4 Hrs.
MIS 583 Graduate Project and Seminar or	4 Hrs.
MIS 585 MIS Thesis and Seminar	8 Hrs.
Approved course in organizational dynamics such as BUS 541 or	
ADP 502	4 Hrs.
One approved MIS elective*	4 Hrs.
<i>Total Degree Requirement</i>	<i>44 Hrs.</i>

*Those who write a thesis are not required to complete the MIS elective.

Students who have equivalent experience in all but MIS 583 or MIS 585 may substitute an approved elective but must complete 44 hours for the degree.

Grading Policy

MIS program majors must maintain a 3.0 grade point average in all MIS degree re-

quirements. Two successive semesters of probation may lead to a one-year suspension. One C in an MIS course is acceptable.

An MIS master's degree candidate may not take any of the 44 semester hours required for the degree on a credit/no credit or pass/fail basis. A grade of C is not acceptable for a project (MIS 583) or a thesis (MIS 585).

Undergraduate MIS Minor

To earn an undergraduate minor in management information systems, students must complete a minimum of 16 semester hours, at least 12 hours of which must be upper-division course work taken at Sangamon State University. Prerequisites include proficiency in spreadsheets and/or data bases or completion of CSC 317 Software Packages.

Core courses include ACC 311 Administrative Uses of Accounting Information (or two semesters of elementary accounting), MIS 323 Introduction to Decision Support Systems, MIS 424 Systems Development and Implementation and MIS 434 MIS Applications. There are no electives required.

Special Facilities

Sangamon State University features an outstanding variety of interactive and batch-processing computer systems — including access to an IBM 3081, a Unisys minicomputer, an HP-3000 and numerous, IBM microcomputers. Several campus computer laboratories in various locations are open seven days a week.



Course Descriptions

MIS 323 Introduction to Decision Support Systems (4 Hrs.)

Provides non-majors an opportunity to develop personal computer skills that will help support organizational decisionmaking. Students analyze real world examples of decision support systems and design small systems to support their own decision-making activities associated with using a computerized business simulation. Computer lab time required. Prerequisites: ACC 311, or equivalent, and familiarity with spreadsheets and/or data bases.

MIS 424 Systems Development and Implementation (4 Hrs.)

Establishes a foundation for developing information systems in organizations. Fundamental concepts, basic tools and techniques for developing information systems and the behavioral considerations for implementing information systems will be covered. Prerequisite: MIS 323.

MIS 434 MIS Applications (4 Hrs.)

Fundamental concepts of information systems and major current trends in information systems in organizations are covered. Topics include computer-based information systems, information management and decisionmaking, decision support and expert systems, fourth generation languages, end-user system development and telecommunications. Prerequisites: MIS 323, and MIS 424 (may be taken concurrently).

MIS 502 Structure of Computer Systems (4 Hrs.)

Covers hardware and software related issues of computer systems. Particular operating systems (DOS, UNIX, OS2, etc.), architecture, hardware, high-level languages, data communications, systems analysis and design, security and technological trends, including the state-of-the-art computers, will be described. Open to non-majors.

MIS 513 Management Information Systems (4 Hrs.)

Provides a foundation for understanding and analyzing information in organizations. Fundamental concepts of systems and information are covered. Topics include computer-based information systems, user requirements, and analysis and specification of systems requirements, life cycle and security. Open to non-majors.

MIS 523 Managerial Decision Support Systems (4 Hrs.)

Understanding and applying systems that support management decision processes. DSS technology and applications, DSS generators, operations research methods, hands-on experience with several DSS tools and generators. Prerequisite: One semester of production/operations management. Open to non-majors.

MIS 531 Strategic Decision Support Systems (4 Hrs.)

Theoretical and practical aspects of collecting and interpreting strategic information and using the results in organizational decisionmaking. Includes computerized and noncomputerized sources of external data, selection and reprocessing of internal data, alternative means of storage and retrieval and effective utilization of information in dynamic strategic decision processes. Open to non-majors.

MIS 542 Management of Data Base Systems (4 Hrs.)

The management of data base systems within organ-

izational settings. Includes features of data base management systems, various data models, data base schema design, normalization, relational algebra, relational calculus, SQL, query optimization and various indexing techniques. Prerequisite: MIS 502.

MIS 552 Systems Analysis and Design (4 Hrs.)

System life cycles, including planning requirements, analysis, components acquisition, installation, maintenance, enhancement and evolution; emphasis on distributed systems, prototyping and case tools. Individual and/or team project involving reports and walk-throughs. Prerequisites: MIS 502, MIS 542 and ACC 506, or equivalents.

MIS 562 Expert Systems (4 Hrs.)

Equips students with fundamental skills needed in utilizing expert-system shells to design expert systems applications. Covers topics such as knowledge representation for expert systems, conflict resolution, reasoning control mechanisms, models for inexact reasoning and certainty factors.

MIS 563 Parallel Processing (4 Hrs.)

Designed to expose the student to the concepts of parallel processing, architecture of parallel computers, parallel algorithms, and data base computers. Some existing parallel computers and data base machines will also be described. Prerequisite: MIS 502.

MIS 564 Telecommunications (4 Hrs.)

The principles and applications of telecommunications are emphasized. The technical and managerial aspects of telecommunications within a business are covered. International standardization efforts are introduced and the development of local and public networks are compared. LANs and PBXs standards, implementations and performance are compared. Other topics include comparison between voice and data traffic and between analog and digital transmission methods and integration of voice, data, facsimile and video. Prerequisite: MIS 502.

MIS 570 Topics in Management Information Systems (1-4 Hrs.)

An advanced topic from the current literature of MIS. May be repeated for an indefinite number of hours, but particular topics must differ.

MIS 583 Graduate Project and Seminar (4 Hrs.)

Closure experience involving an advanced problem or need in MIS; may or may not involve a practicum.

For project examples, see "Closure Requirement" section. Project topic must be approved in advance by the MIS Program Committee; written report and oral presentation required. Students are required to participate in a regularly scheduled seminar that covers the process of project design and methods in MIS. Course may be repeated, but only four hours may be used to satisfy degree requirements.

MIS 585 MIS Thesis and Seminar (8 Hrs.)

Academic study of a student-selected topic in MIS that involves a survey of relevant literature and empirical analysis. Thesis topic must be approved in advance by the MIS Program Committee; written report and oral presentation required. Students are required to participate in a regularly scheduled seminar that covers the process of conducting research in the field of MIS and phases of the research process. Course may be repeated, but only eight hours may be used to satisfy degree requirements.

ACC 506 Accounting Control for MIS (4 Hrs.)

A study of accounting system design considerations and the use of accounting as a means of organizational control. Topics include internal control, accounting systems life cycle, cost of capital, capital budgeting, operational budgeting, responsibility accounting systems, break-even analysis and cost accounting systems. Prerequisites: ACC 311 and BUS 541 or ADP 502, or equivalents.

Service Courses

MIS 322 Structured Programming in COBOL (4 Hrs.)

Comprehensive course in COBOL programming. The concept of structured programming is used in practical exercises involving COBOL programming. Techniques of sequential, indexed sequential and direct access of tape and disk files and major advanced COBOL programming techniques are covered. This is an intensive course and requires a large amount of outside classroom programming. Prerequisite: One semester of college algebra or college mathematics, or equivalent.

MIS 342 Application Development Using Lotus 1-2-3 (2 Hrs.)

Designed for individuals interested in learning and using the Lotus 1-2-3 software package. Emphasis is placed on applications development and uses of the software as a decisionmaking tool. Considerable time in the microcomputer lab is required.

Mathematical Sciences

B.A. (60 Hrs.) M.A. (32 Hrs.)

Faculty — Joseph Ladalla, Mary Patton, Larry Stonecipher, Chung-Hsien Sung

Associated Faculty — See computer science.

The Bachelor's Degree

To meet ever-increasing demands for diverse quantitative skills, the mathematical sciences program offers two degrees: the bachelor of arts in computer science and the bachelor of arts in mathematical sciences. The degree in computer science is described in detail in the computer science section of this catalog.

The bachelor of arts in mathematical sciences is designed to prepare students for careers using mathematics and statistics in teaching, research, industry, insurance and management or for graduate work in mathematical sciences or related fields. By making different choices for technical electives students can prepare for a wide variety of careers. Those who plan to teach mathematics or work in engineering or the physical sciences should choose mathematics courses. Those who wish to apply mathematical methods to life sciences, social sciences or business fields should choose statistics or operations research courses. Any of these choices provide excellent preparation for graduate work in fields using quantitative methods, such as accountancy, biology, business, economics, education, environmental science, health sciences, physics, psychology and sociology.

Advising

Prior to registering for the first time, the student should discuss an appropriate course of study with a member of the mathematics faculty. After classes begin, students are urged to choose a permanent adviser as soon as possible.

Entrance Requirements

A. Admission to the university.

B. Matriculation into the mathematical sciences program. Requirements for matriculation are (1) selection or assignment of a mathematical sciences faculty adviser; (2) completion of calculus, including differentiation, integration and convergence of series (usually three semesters of work). Differential and integral calculus must be completed before taking MSY 425 Mathematical Statistics I; (3) ability to write computer programs in procedural language; students without programming knowledge may take CSC 325 Introduction to Programming in Pascal; (4) enrollment in MSY 300 Writing Skills; and (5) completion of the B.A. matriculation form.

NOTE: Courses taken to satisfy matriculation requirements are not counted as part of the 60 credit hours of upper-division work needed for graduation. Students may begin work toward a degree before matriculation into the program, but the above requirements should be completed as soon as possible. At least 16 semester hours of MSY courses needed for graduation must be taken after matriculation.

University Requirements

Students are required to complete a minimum of 12 semester hours of university requirements in the areas of liberal studies colloquia, public affairs colloquia and applied study. These hours must include at least four (4) hours in each of at least two (2) of these areas. The distribution (not specific courses) for an individual student is determined by student and adviser with approval of the mathematical sciences program. The determination must be made before the student completes 30 semester hours of upper-division work. The student chooses the specific courses within the agreed upon distribution.

Program Requirements

Requirements for the B.A. in mathematical sciences are distributed as follows:

Communication Skills Requirement

MSY 300 Writing Skills 0 Hrs.

Required Mathematical Sciences Courses

MSY 312 Linear Algebra 4 Hrs.

MSY 415 Advanced Calculus 4 Hrs.

MSY 424 Regression Analysis 4 Hrs.

MSY 425 Math Statistics I 4 Hrs.

MSY 441 Operations Research Methods 4 Hrs.

Total Required MSY 20 Hrs.

Other Requirements

MSY/CSC electives 12 Hrs.

University Requirements 12 Hrs.

General Electives 16 Hrs.

Total Other 40 Hrs.

Total 60 Hrs.

All United States residents must pass the U.S. and Illinois Constitution exam unless they have already completed the test, or its equivalent, at the collegiate level.

Credit/No Credit

Required MSY courses and MSY/CSC electives must be taken for a letter grade. The credit/no credit option is not acceptable.

Technical Electives

These 12 hours may not include more than four hours of computer courses and may not be in introductory computer programming.

By careful choice of MSY electives students may concentrate in mathematics, statistics or operations research. Those planning to teach mathematics must take MSY 413 Modern Algebra and MSY 416 Geometry. Those specializing in statistics should take MSY 426 Mathematical Statistics II among their MSY electives. Those wishing to take actuarial examinations should take MSY 427 Actuarial Probability and Statistics. Those concentrating in operations re-

search should choose MSY 445 Linear Programming and MSY 447 Systems Simulation.

Recommended MSY Course

Sequence (for full-time students starting fall semester)

Semester 1: MSY 312 and MSY 425

Semester 2: MSY 424 and four hours of MSY/CSC electives

Semester 3: MSY 415 and MSY 441

Semester 4: Remaining eight hours of MSY/CSC electives

General Electives

Students should take note of the fact that there are limitations on the use of certain courses for general elective credit. MSY, MSU, CSC and other courses that contain mathematics or computer-related content may not be used as general electives without prior written approval. For procedures, students should consult their advisers.

Communication Skills

In mathematical sciences, students satisfy the university communication skills requirement by completing MSY 300 Writing Skills. Students should register for this non-credit course during their first semester at Sangamon State, as it is a requirement for matriculation into the program.

Mathematical Sciences Minor

A minor in mathematical sciences augments a student's background in mathematics by increasing the student's knowledge of math, statistics or operations research for use in careers such as teaching, research, industry or management.

To earn a minor in mathematical sciences, students must complete a minimum of 20-24 semester hours, at least eight hours of which must be upper-division course work taken at Sangamon State University. Transfer credit for lower-division course work and for upper-division mathematics courses is evaluated on a case-by-case basis through the student petition process.

Core courses include three semesters of lower-division calculus (not business calculus) and analytic geometry and MSY 312 Linear Algebra, or its equivalent.

Students then must select an area of specialization (mathematics, statistics, operations research) and complete eight semester hours specified for that concentration: A mathematics concentration requires MSY 413 Modern Algebra and MSY 416 Geometry; a statistics concentration requires MSY 424 Regression Analysis and MSY 425 Mathematical Statistics I; an operations research concentration requires MSY 441 Operations Research Methods and MSY 445 Linear Programming.

Those wishing to minor in this program should select an adviser from among the mathematical sciences faculty who will assist the student in designing and meeting requirements for a minor.

Double Major in Computer Science and Mathematical Sciences

For a double major, students must satisfy the entrance requirements for both computer science and mathematical sciences. The matriculation course requirements are (1) completion of calculus, including differentiation, integration and convergence of series (usually three semesters of work); (2) ability to program in Pascal; (3) assembly language programming or linear algebra*; (4) enrollment in MSY 300 or CSC 300 Writing Skills; and (5) completion of the B.A. matriculation form.

Courses taken to satisfy matriculation requirements are not counted as part of the 76 credit hours needed for graduation. Students may begin work toward a degree before matriculation into the program, but the above requirements should be completed as soon as possible. At least 16 semester hours of MSY/CSC courses needed for graduation must be taken after matriculation.

Communication Skills Requirement

MSY 300 or
CSC 300 Writing Skills 0 Hrs.

Required Computer Science and Mathematical Sciences Courses

MSY 302 Discrete Mathematics	4 Hrs.
MSY 312 Linear Algebra* or CSC 373 Assembly Language Programming*	4 Hrs.
CSC 375 Advanced Programming in Pascal	4 Hrs.
MSY 415 Advanced Calculus	4 Hrs.
MSY 424 Regression Analysis	4 Hrs.
MSY 425 Mathematical Statistics I	4 Hrs.
MSY 441 Operations Research Methods	4 Hrs.
CSC 471 Data Structures and Algorithms or CSC 472 Introduction to File Organization & Data Base	4 Hrs.
CSC 473 Structure of Programming Languages or CSC 474 Introduction to Systems Programming & Operating Systems	4 Hrs.
<i>Total Required MSY/CSC Courses</i> 36 Hrs.	

Other Requirements

MSY/CSC Electives	16 Hrs.
University Requirements	12 Hrs.
General Electives	12 Hrs.
<i>Total Other</i>	<u>40 Hrs.</u>
<i>Total</i>	<u>76 Hrs.</u>

*The student must complete both linear algebra and assembly language programming. One of these two courses satisfies the entrance requirement, the other satisfies the degree requirement. General electives are limited in the same ways they are for the single majors.

The Master's Degree

Candidates for the master of arts degree in mathematical sciences may concentrate in statistics and mathematics or in computer science. Candidates may also design an individualized degree by combining elements from mathematics, statistics, operations research and/or computer science, or by combining elements from mathematical sciences with related course work from other university programs. Individualized

concentrations must be approved by the Mathematical Sciences Program Committee.

The statistics and mathematics concentration emphasizes applications and theory. Statistics is widely used in business and public agencies. Mathematics provides flexibility for students who plan to teach.

The computer science concentration is oriented toward software rather than hardware and is most appropriate for candidates interested in the design of computer systems and in analyzing and implementing systems programs. The curriculum integrates an outstanding variety of interactive and batch-processing systems.

Entrance Requirements

Beginning graduate students with bachelor's degrees from accredited colleges and universities are eligible to apply for admission to graduate study in one of the concentrations of mathematical sciences.

For full admission, applicants must complete the undergraduate work specified for their concentration. Applicants with an undergraduate grade-point average (GPA) below 2.5 on a scale of 4.0 must receive a cumulative GPA of 3.0 or better in their first eight hours of graduate course work before they will be considered for full admission.

Grading Policy

Master's candidates must maintain a grade point average of 3.0 or better for courses to be counted toward the 32 hours of degree requirements. Grades below 3.0 in MSY/CSC courses must be counterbalanced by grades above 3.0 in MSY/CSC courses of the same level or higher. In keeping with university policy, graduate students enrolled in 400-level courses as part of their degree requirements should expect to have additional demands placed upon their performance.

Special Facilities

Sangamon State University features an outstanding variety of interactive and

batch-processing computer systems and equipment. There are several student computer laboratories which are open most of the time, including weekends and most vacation days. Students have access to an IBM 3081, a UNISYS 5000/90 and IBM microcomputers. Students may gain hands-on experience with the MS DOS, IBM-VM-CMS and UNIX operating systems.

Statistics and Mathematics Concentration

Conditions for Full Admission

Applicants must complete undergraduate preparation. Candidates lacking proper undergraduate background may make up deficiencies by obtaining a grade of 2.0 or better in the following courses or by demonstrating competency by passing a proficiency examination: (1) linear algebra (MSY 312); (2) advanced calculus (MSY 415) (Passing the Society of Actuaries' Actuary Examination 100 is acceptable in lieu of 1 and 2 above.); (3) mathematical statistics (MSY 425, or passing the Society of Actuaries' Actuary Examination 110); (4) ability to write computer programs in a procedural language (CSC 325 Introduction to Programming in Pascal); and (5) six additional semester hours of upper-division course work in mathematical sciences.

Background courses needed to fulfill conditions for full admission are not counted as part of the 32 hours of graduate work required for the degree. They should be completed as soon as possible, since no more than 16 hours of MSY/CSC graduate courses may be taken prior to full admission.

Degree Requirements

Students must complete 32 semester hours; no more than 16 of these hours may be taken before the student is fully admitted to the program. Course work must include the following: (1) MSY 450 Graduate Writing Skills; (2) MSY 424 Regression Analysis, MSY 426 Mathematical Statistics II and MSY 441 Operations Research Methods, or

their equivalents, if not completed previously; (3) four hours of MSY 549 Graduate Project or eight hours of MSY 550 Graduate Thesis; (4) an additional eight hours of 500-level MSY/CSC courses; (5) a public affairs component consisting of four hours from approved public affairs related course work (ADP 460 Graduate Public Service Internship Seminar is appropriate); and (6) additional MSY courses to bring the total to 32 semester hours.

Except for MSY 450, MSY 549 and MSY 550 all of the above courses must be taken for a letter grade, not for credit/no credit.

Computer Science Concentration Conditions for Full Admission

Applicants must complete undergraduate preparation. Candidates lacking proper undergraduate background may demonstrate competency through proficiency examinations or may make up deficiencies by obtaining a grade of 2.0 or better in the following courses: (1) basic mathematics requirements include at least one semester of calculus and at least two different advanced courses in mathematics (MSY 302, MSY 312, MSY 323, any MSY course numbered from 400 to 449). (Note that some computer science courses may have additional specific mathematical prerequisites.); (2) computer science requirements include the ability to program in assembly language (CSC 373), advanced programming in Pascal (CSC 375), computer organization (CSC 376) and two of the following courses, or their equivalents: CSC 471 Data Structures and Algorithms, CSC 472 Introduction to File Organization and Data Base, CSC 473 Structure of Programming Languages and CSC 474 Introduction to Systems Programming and Operating Systems.

Background courses needed to fulfill conditions for full admission are not counted as part of the 32 hours of graduate work required for the degree. They should be completed as soon as possible, since no more than 16 hours of MSY graduate courses may be taken prior to full admission.

Degree Requirements

Students must complete 32 semester hours; no more than 16 of these hours may be taken before the student is fully admitted to the program. Course work must include the following: (1) CSC 450 Graduate Writing Skills; (2) completion of those courses from among CSC 471, CSC 472, CSC 473 and CSC 474 that were not taken as part of undergraduate preparation; (3) selection of two areas of specialization as evidenced by the completion of two 500-level computer science courses selected from MSY 572 Data Base Management, MSY 573 Compiler Construction, MSY 574 Operating Systems, MSY 578 Software Engineering or MSY 579 Advanced Artificial Intelligence; (4) four hours of MSY 549 Graduate Project or eight hours of MSY 550 Graduate Thesis; (5) technical electives that may include CSC/MSY courses or other computer-related courses approved by the Computer Sciences Program Committee; and (6) a public affairs component consisting of four hours from approved public affairs related course work (ADP 460 Graduate Public Service Internship Seminar is appropriate).

Except for MSY 450, MSY 549 and MSY 550, all of the above courses must be taken for a letter grade, not for credit/no credit.



Course Descriptions

Courses with the prefix MSY are designed for majors. Those designated MSU are service courses for majors from other fields and, in general, do not require a special background in mathematical sciences.

Prerequisites for MSY courses must have been met no more than seven years prior to enrolling in these courses. Students who have taken prerequisite courses more than seven years prior to enrollment will be required to obtain the permission of the instructor.

Course descriptions for CSC (computer science) courses begin on page 115.

MSY 300 Writing Skills (0 Hrs.)
Evaluation of writing skills for mathematical sciences students through 1) passing a writing test; 2)

completing UNI 490 English Writing for International Students; 3) completing an appropriate composition class approved by MSY adviser; or 4) passing the ESL Proficiency Test (applies to international students only). MSY 300 should be taken during the student's first semester of study. See CSC 300.

Mathematics Courses

MSY 302 Discrete Mathematics (4 Hrs.)

Topics include sets, functions, relations; propositional and predicate logic, including truth tables and valid reasoning; Boolean algebra, minimization with Karnaugh maps and Quine McCluskey method; integral, rational, real, modular arithmetic, different bases and complementary number systems; mathematical induction; recurrence relations; graph theory; and automata theory. Prerequisite: Intermediate algebra.

MSY 311 Linear Systems (4 Hrs.)

An applied course using systems of linear equations, matrix manipulations, determinants, inverses, vectors, linear transformations, eigenvalue problems and some applications. Credit is not given for both MSY 311 and MSY 312. Prerequisite: Intermediate algebra.

MSY 312 Linear Algebra (4 Hrs.)

A theoretical course involving systems of linear equations, matrices, vectors in 2-space and 3-space, vector spaces, linear transformations, eigenvalues and eigenvectors, diagonalization and canonical forms. Credit is not given for both MSY 311 and MSY 312. Prerequisite: Two semesters of calculus.

MSY 400 Topics in Mathematics (1-4 Hrs.)

Various topics; description changes according to topic offered. Subjects may be chosen from areas such as geometry, analysis, algebra, logic or topology. May be repeated for an indefinite number of hours, but particular topics must differ. See course schedule for prerequisites.

MSY 413 Modern Algebra (4 Hrs.)

Theory of groups, rings and fields including subgroups, ideals, quotient algebras, homomorphisms and isomorphisms. Prerequisite: Two semesters of calculus.

MSY 415 Advanced Calculus (4 Hrs.)

Differential and integral calculus of functions of several variables, maxima and minima, and other topics as time allows. Prerequisites: Three semesters of calculus and MSY 312.

MSY 416 Geometry (4 Hrs.)

Euclidean geometry as an axiomatic system with emphasis on consequences of the parallel postulate. Comparison with non-Euclidean geometries. Prerequisite: Two semesters of calculus.

MSY 417 Numerical Analysis (4 Hrs.)

Fundamental numerical algorithms, elementary error analysis, polynomial interpolation, solution of linear and nonlinear systems of equations. Additional topics chosen from eigenvalue problems, matrix inverse and numerical solution of differential equations. Prerequisites: Calculus or MSU 316, MSY 311, MSY 312, and ability to program in Pascal.

MSY 500 Advanced Topics in Mathematics (1-4 Hrs.)

Various topics; description changes according to topic offered. Subjects may be chosen from areas such as geometry, analysis, algebra, logic or topology. May be repeated for an indefinite number of hours, but particular topics must differ. See course schedule for prerequisites.

Statistics Courses

MSY 323 Statistical Analysis (4 Hrs.)

Statistics with limited use of calculus. Topics include descriptive statistics, probability for finite sample spaces, random variables and probability distributions, simple random samples, statistical inference and queueing theory. Prerequisites: Differential and integral calculus, or MSU 316.

MSY 420 Topics in Statistics and Probability (1-4 Hrs.)

Various topics; description changes according to topic offered. Subjects may be chosen from areas such as contingency table analysis, discrete data analysis, reliability and life testing, Bayesian statistics, variance components, bioassay, queueing theory or design of experiments. May be repeated for an indefinite number of hours, but particular topics must differ. See course schedule for prerequisites.

MSY 423 Introduction to Statistical Software Packages (4 Hrs.)

Explore the usage of various statistical software packages. Topics will be selected from construction of data set, descriptive analysis, regression analysis, analysis of design experiment, multivariate analysis, categorical data analysis, presentation of data in graphic forms. Prerequisites: Introductory statistics.

MSY 424 Regression Analysis (4 Hrs.)

An introduction to regression analysis with emphasis on practical aspects: fitting a straight line, examination of residuals, matrix treatment of regression analysis, fitting and evaluation of general linear models and nonlinear regressions. Prerequisites: Calculus based statistics and linear algebra, or permission of instructor.

MSY 425 Mathematical Statistics I (4 Hrs.)

Random variables, mathematical expectation, Chebyshev's inequality, marginal and conditional distribution, independence, probability distributions and their properties, transformations of variables, moment-generating functions, limiting distribu-

tions, the central limit theorem, interval estimation and Bayesian interval estimates. Prerequisite: Three semesters of calculus, or permission of instructor.

MSY 426 Mathematical Statistics II (4 Hrs.)
Point estimation, including maximum likelihood estimation and the application of criteria such as consistency, unbiasedness and minimum variance; test of statistical hypothesis, including power functions, Type I and Type II errors, Newman-Pearson lemma and likelihood ratio tests; regression and correlation; method of least squares. Prerequisite: MSY 425, or permission of instructor.

MSY 427 Actuarial Probability and Statistics (2 Hrs.)
Drill in problem solving in preparation for Exam 110 of the associateship examinations of the Society of Actuaries. This course is offered credit/no credit. Prerequisite or corequisite: MSY 426.

MSY 436 Applied Multivariate Analysis (4 Hrs.)
Multivariate statistical methods. Topics include tests on means and variances, multivariate analysis of variance, cluster analysis, principal components and discriminant and factor analysis. Prerequisites or corequisites: MSY 424 and MSY 426.

MSY 438 Survey Sampling (4 Hrs.)
Principles of sampling for assessment of data in business, social sciences or natural resource management. Sampling problems include selection of samples, designing questionnaires, estimation of means and variances, simple and stratified random sampling, systematic sampling and cluster sampling. Prerequisite: MSY 323, or MSY 425.

MSY 439 Nonparametric Statistics (4 Hrs.)
Statistical methods that do not depend upon particular form of density function of underlying distribution. Includes selected distribution-free tests and estimation techniques such as sign test, Kolmogorov-Smirnov, Wilcoxon signed rank, Mann-Whitney tests, Chi-square and rank correlation test. Prerequisite: MSY 323, or MSY 425.

MSY 442 Stochastic Processes (4 Hrs.)
See operations research section.

MSY 447 Systems Simulation (4 Hrs.)
See operations research section.

MSY 520 Advanced Topics in Statistics (1-4 Hrs.)
Advanced topics from literature of statistics. May be repeated for an indefinite number of hours, but particular topics must differ. See course schedule for prerequisites.

MSY 527 Discrete Data Analysis (4 Hrs.)
Use of classical Chi-square tests and modern techniques such as loglinear models for analyzing categorical and other discrete data. Prerequisites: MSY 312, and MSY 323 or MSY 425.

MSY 528 Design of Experiments (4 Hrs.)
Experiments with a single factor, randomized block designs, Latin square designs, incomplete block designs, analysis of the factorial design, confounding, fractional replication. Prerequisites: MSY 424 and MSY 425.

MSY 529 Theory of Linear Models (4 Hrs.)
Markov theorem, general linear hypotheses of full rank and less than full rank, regression models, experimental design models, incomplete block models, variance components and mixed models. Prerequisites: MSY 424 and MSY 426.

MSY 535 Bayesian Decision Analysis (4 Hrs.)
Measuring uncertainty; Bayesian inference for both discrete and continuous probability models; certainty vs. uncertainty; payoffs and losses; utility functions; decisionmaking; the value of information; application to decisionmaking in business. Prerequisite: MSY 426.

MSY 538 Theory of Sampling (4 Hrs.)
Derivation of standard results of finite population sampling theory. Includes simple and stratified random sampling, systematic sampling, multistage sampling, regression and ratio estimation. Effect of costs on sample location. Prerequisite: MSY 426.

MSY 542 Advanced Stochastic Processes (4 Hrs.)
See operations research section.

Operations Research Courses

MSY 440 Topics in Operations Research (1-4 Hrs.)
Various topics; description changes according to topic offered. Subjects may be chosen from areas such as forecasting and time series analysis, queueing theory, inventory models, game theory, nonlinear programming, integer linear programming, network analysis or dynamic programming. May be repeated for an indefinite number of hours, but particular topics must differ. See course schedule for prerequisites.

MSY 441 Operations Research Methods (4 Hrs.)
Quantitative methods necessary for analysis, modeling and decisionmaking. Topics include decision theory, linear programming, network analysis, sequencing and scheduling, inventory systems and queueing problems. Prerequisite: Business calculus. See ADP 431.

MSY 442 Stochastic Processes (4 Hrs.)
Probabilistic systems that are dynamic in time with aid of probability theory and stochastic processes. Includes Markov processes, recurrent events and queueing, as well as general random processes and their applications to systems analysis in business, economics, ecology and science. Prerequisite: MSY 425.

MSY 444 Inventory Control Systems (4 Hrs.)
Deterministic, probabilistic, static and dynamic models of inventory control. Selection of optimal inventory control systems. Prerequisite: Knowledge of introductory statistics.

MSY 445 Linear Programming (2-4 Hrs.)
Theory underlying linear programming methods, including duality, sensitivity analysis and integer linear programming. Prerequisite: MSY 311, or MSY 312, or equivalent.

MSY 447 Systems Simulation (4 Hrs.)
Construction of simulation models; methods of generation of stochastic variates; use of a special purpose simulation language such as GPSS. Students are given real-life projects in which to apply simulation techniques. Prerequisite: MSY 323, MSY 425, or MSY 441, or permission of instructor.

MSY 535 Bayesian Decision Analysis (4 Hrs.)
See statistics section.

MSY 540 Advanced Topics in Operations Research (1-4 Hrs.)
Advanced topics from literature of operations research. May be repeated for an indefinite number of hours, but particular topics must differ. See course schedule for prerequisites.

MSY 542 Advanced Stochastic Processes (4 Hrs.)
Characteristics, development and application of complex models with special emphasis on group arrivals, batch service and priority discipline in queueing theory. Prerequisite: MSY 442, or equivalent.

MSY 545 Advanced Linear Programming (4 Hrs.)
Theory behind the simplex method, duality, revised simplex, primal-dual methods and transportation problem; introduction to integer linear programming. Prerequisite: MSY 445, or equivalent.

Computer Science Courses

MSY 570 Advanced Topics in Computer Science (4 Hrs.)
Topics vary. May be repeated for an indefinite number of hours, but particular topics must differ. See course schedule for prerequisites.

MSY 572 Data Base Management (4 Hrs.)
Study of relational approach to data base: underlying theory, implementation and use. Detailed study of the hierarchical approach and the network approach. A look at existing systems like IMS, System R and SEQUEL. Support of logical data bases to support difference in view. Concurrent access also discussed. Prerequisite: CSC 472.

MSY 573 Compiler Construction (4 Hrs.)
Lexical analysis, syntax analysis, error detection and recovery, symbol tables, data type representation,

address assignment and code generation. Run-time support for type checking and storage allocation. Prerequisite: CSC 473.

MSY 574 Operating Systems (4 Hrs.)
Concurrency, mutual exclusion, process cooperation, semaphores, conditional critical regions, deadlock, scheduling, operating system structures, protection system models, virtual machine concept and system design issues. Prerequisite: CSC 474.

MSY 578 Software Engineering (4 Hrs.)
Problem analysis, system requirements specification, system design, testing methodologies, quality assurance, software maintenance and automated documentation systems. Team project involving the analysis and creation of a design specification for and formal presentation of a significant software project. Prerequisite: CSC 478.

MSY 579 Advanced Artificial Intelligence (4 Hrs.)
Introduction to first order logic and some of its variants like sorted logic, default logic and circumscription. Special emphasis is given to applied aspects such as theorem-proving knowledge representation, common-sense reasoning, Prolog as a form of resolution, the closed-world assumption and data base applications. Prerequisite: CSC 479, or permission of instructor.

Graduate Courses for all Concentrations

MSY 450 Graduate Writing Skills (0 Hrs.)
Evaluates graduate-level writing skills for mathematical science graduate students through one of the following: 1) passing a writing test; 2) completing UNI 490 English Writing for International Students; 3) completing an appropriate composition class approved by MSY adviser; or 4) passing the ESL Proficiency Test (applies to international students only). MSY 450 should be taken during the student's first semester of study as a graduate student at SSU. It must be completed before beginning the last 16 hours of graduate work.

MSY 549 Graduate Project (3 Hrs.)
Final exercise involving an advanced problem in statistics, mathematics or computer science; for the candidate who chooses not to write a thesis. Problem must be approved in advance by the student's graduation committee; written report and oral presentation required. May be repeated but only four hours may be applied toward degree requirements. Students must be registered in the semester in which they begin work and the semester in which they give their final presentation. Prerequisite: Consent of project supervisor.

MSY 550 Graduate Thesis (4-8 Hrs.)
Graduate study of specific topic in mathematical systems utilizing accepted research methods and procedures. Topics must be approved in advance

by the graduation committee. Formal written thesis must be accepted by graduation committee and defended before program faculty. Students must be registered in the semester in which they begin their work and the semester in which they make their final presentation. May be repeated but only eight hours may be applied toward degree requirements. Prerequisite: Consent of the thesis adviser.

Service Courses for Nonmajors

Mathematical sciences and computer science students may count MSU courses for credit only with prior approval of the Mathematical Sciences Program Committee.

Prerequisites for MSU courses must have been met no more than seven years prior to enrolling in these courses. Students who have taken prerequisite courses more than seven years prior to enrollment will be required to obtain the permission of the instructor.

MSU 307 Mathematical Insights (4 Hrs.)

This course may be used only to meet the mathematics general education requirement for admission to Sangamon State. Prerequisite: Permission of instructor only.

MSU 315 Applied Analysis I (4 Hrs.)

Algebra review, functions, limits and continuity, logarithmic and exponential functions, derivatives, optimization and integration. This course emphasizes the business applications of calculus rather

than theory. Prerequisite: Intermediate algebra.

MSU 316 Applied Analysis II (4 Hrs.)

Review of functions, limits and continuity, transcendental functions, differentiation and integration. Develop an understanding and facility with series and convergence, higher order derivatives, Taylor series, functions of two variables, partial derivatives, multiple integrals and recursive applications of series. Prerequisite: Business calculus, or MSU 315.

MSU 321 Applied Statistics (4 Hrs.)

Basic statistics for non-mathematics majors. Topics include descriptive statistics, elementary probability, basic probability distributions, sampling estimation and testing, regression and correlation.

MSU 421 Statistical Methods (4 Hrs.)

Basic experimental design, methods of estimation, tests of significance, linear regression and correlation, analysis of variance of one-way classification, two-way classification and nested classification. Prerequisite: MSU 321, or MSY 323.

MSU 423 Introduction to Statistical Software Packages (4 Hrs.)

See MSY 423 in statistics section.

MSU 565 Applied Multivariate Analysis (4 Hrs.)

Topics covered include multiple regression analysis, one-way and two-way analysis of variance, principal component analysis, discriminant analysis and factor analysis, with applications in biological and health sciences. (Computer package programs will be used extensively.) Prerequisites: MSY 311 and MSU 321.



Medical Technology

B.S. (68 Hrs.)

Faculty — William Bloemer, Paula Garrott, Joan Polancic, James Veselenak

Adjunct Faculty — Jane Adrian, Joan Barenfanger, John Dietrich, Grant Johnson, Sherilyn Miner, Gilma Roncancio, Judy Sutherland, John Taraska, Donald Van Fossan

The medical technology program offers the B.S. degree to students interested in careers in clinical laboratory science. Such careers require competence in the performance, analysis and interpretation of clinical laboratory procedures and the ability to function in problem-solving situations. The curriculum features both broad-based and selective learning experiences encompassing theory and practice in all areas of clinical laboratory science. Completion of the program leads to eligibility for certification by the Board of Registry of the American Society of Clinical Pathologists and/or the National Certification Agency for Medical Laboratory Personnel.

Entrance Requirements/Advising

The medical technology program provides for the continuing education of students who have completed the first two years of lower-division work (preferably with the A.A. or A.S. degree). Prerequisite courses required for admission include (1) 90 quarter hours or 60 semester hours of lower-division courses, including the university general education requirements detailed in the admissions section of this catalog; (2) two semesters of general chemistry; (3) one semester of organic chemistry; (4) two semesters of biological sciences, preferably at least one semester of anatomy and physiology; (5) one semester of college algebra or higher mathematics; and (6) one semester of microbiology with lab. Recommended courses include physics, genetics, statistics and a second semester of organic chemistry. Normal time of entry into the

program is the fall semester of the junior year; however, mid-year part-time status is possible.

Since program enrollment is limited, admission to the university does not guarantee admission to the medical technology program. In addition to completing the university application process, interested applicants should contact the program for a program application. Applicants must also forward a short biographical sketch and the names and addresses of two college science instructors (preferably one biology and one chemistry) for use as references to the medical technology program director. A personal interview may be required. To assure consideration for the following fall semester, applications should be completed by March 1.

University Requirements

Students are required to complete a minimum of 12 semester hours of university requirements in the areas of liberal studies colloquia, public affairs colloquia and applied study. These hours must include at least four (4) hours in each of at least two (2) of these areas.

Program Features/Requirements

The medical technology program requires 68 credit hours of upper-division work. Interdisciplinary and problem-oriented, with emphasis on the basic sciences and standards of contemporary medical technology, the program includes fundamental academic and clinical experiences.

Academic work during the junior year is designed to provide a strong background in chemical and instrumental analysis, biochemistry, physiology, microbiology and immunology. The summer term of the senior year provides theory and laboratory experience in clinical chemistry, hematology, immunohematology and hemostasis. During the balance of the senior year the student's clinical education encompasses rotations through the various clinical specialty areas of affiliated hospital laboratories. The program is affiliated with Memorial Medical Center and St. John's Hospital in Springfield and with Peoria's Methodist Medical Center.

The applied study term is incorporated in the clinical experience, which is under the joint supervision of faculty at Sangamon State University and practicing professionals in affiliated hospital laboratories. Clinical education is coupled with didactic courses offered at the university.

Recognizing the importance of communication in allied health professions, faculty in all MET courses emphasize development of effective oral and written communication skills. Consequently, completion of MET required courses constitutes successful demonstration of effective communication skills.

Since the program includes laboratory work done under professional supervision, the degree candidate not only must satisfy the customary expectations of academic work but also must meet the high-quality standards demanded of a professional medical technologist/clinical laboratory scientist. Students must maintain a minimum GPA of 2.0. Medical technology students are required to maintain a grade of C or better in all MET and science courses.

Individual professional liability insurance is required of each student. Evidence of current coverage must be submitted prior to engaging in clinical course work.

As a closure requirement for graduation, students must pass a comprehensive examination covering all aspects of clinical laboratory science.

Medical Laboratory Technician (MLT) — Medical Technology (MT) Articulation

Special opportunities are available for individuals who have completed an associate degree medical laboratory technician program. Through proficiency testing and planned academic and clinical course work, medical laboratory technicians are provided a unique opportunity to complete the baccalaureate degree without repeating areas in which they are already proficient. Medical laboratory technicians interested in this articulation opportunity should contact the program director to discuss proficiency testing and curriculum based on their previous academic and clinical experiences.

Sample Curriculum/Program Guide

First semester, junior year:

CHE 321	Chemical Analysis	3 Hrs.
CHE 322	Laboratory Techniques	1 Hr.
MET 321	Seminar in Medical Technology	1 Hr.
BIO 347	Medical Bacteriology	1-4 Hrs.
Elective		3 or 4 Hrs.
Public Affairs/Liberal Studies		
Colloquia		4 Hrs.
		13-17 Hrs.

Second semester, junior year:

CHE 421	Instrumental Analysis	4 Hrs.
CHE 433	Physiological Chemistry	4 Hrs.
MET 405	Introduction to Urinalysis	1 Hr.
MET 447	Medical Mycology and Parasitology	1-3 Hrs.
MET 448	Introduction to Immunology	1-3 Hrs.
		11-15 Hrs.

Summer, senior year:

MET 401 Introduction to Clinical Chemistry	1-3 Hrs.
MET 402 Introduction to Hematology	1 or 2 Hrs.
MET 403 Introduction to Immunohematology	1 or 2 Hrs.
MET 404 Introduction to Hemostasis	1 Hr.
	<u>4-8 Hrs.</u>

First semester, senior year:

MET 451 Advanced Concepts in Immunology/Immunohematology	2 Hrs.
MET 452 Advanced Concepts in Hematology	2 Hrs.
MET 454 Advanced Concepts in Clinical Chemistry	2 Hrs.
Clinical Courses (see below)	<u>1-10 Hrs.</u>
	<u>7-16 Hrs.</u>

Second semester, senior year:

MET 411 Clinical Education/Management	3 Hrs.
MET 446 Medical Virology	1 Hr.
MET 456 Clinical Correlations	2 Hrs.
Clinical Courses (see below)	<u>1-10 Hrs.</u>
	<u>7-16 Hrs.</u>

Clinical Courses

Students are assigned a number of the following courses each semester, so that all seven courses are completed by the end of the senior year.

MET 421 Clinical Chemistry Laboratory	1-3 Hrs.
MET 422 Clinical Hematology Laboratory	1-3 Hrs.
MET 423 Clinical Microbiology Laboratory	1-3 Hrs.
MET 424 Clinical Immunohematology Laboratory	1-3 Hrs.
MET 425 Clinical Coagulation Laboratory	1 Hr.
MET 427 Clinical Immunology Laboratory	1 or 2 Hrs.

MET 428 Clinical Toxicology/
Special Chemistry Laboratory

1 Hr.
7-16 Hrs.
68 Hrs.

Total



Course Descriptions

MET 321 Seminar in Medical Technology (1 Hr.)

An introduction to the profession of medical technology. Laboratory organization, roles and credentialing of laboratory practitioners are discussed. Standards, ethics and current professional issues are examined. Communication skill development and review of scientific literature are included. Instruction and experience in venipuncture technique are included.

MET 400 Applied Research (1-4 Hrs.)

Directed research in procedure development or in-depth investigation of a specific area in medical technology. Topic approved and hours assigned by instructor. Written report required. May be repeated for a maximum of 4 credit hours.

MET 401 Introduction to Clinical Chemistry (1-3 Hrs.)

Lecture/laboratory course focusing on carbohydrates, proteins, lipids, enzymes, electrolytes, blood gases, acid-base balance, liver function, kidney function and toxicology. Emphasis on quality control as it applies to selected clinical chemistry procedures.

MET 402 Introduction to Hematology (1-3 Hrs.)

Lecture/laboratory course that emphasizes basic hematologic principles. Manual and simple automated procedures are performed. Emphasis on morphology and clinical applications.

MET 403 Introduction to Immunohematology (1 or 2 Hrs.)

Lecture/laboratory course emphasizing immunohematologic concepts and properties underlying scientific principles of blood banking. Includes theory and practical applications of blood-group systems, antibody identification and compatibility testing, hemolytic disease of the newborn, autoimmune hemolytic anemia, and donor procurement and processing.

MET 404 Introduction to Hemostasis (1 Hr.)

Lecture/laboratory course that emphasizes components in the blood related to hemostatic mechanisms. Includes principles of procedures involved and their relationship to diagnosis and treatment of disease.

MET 405 Introduction to Urinalysis (1 Hr.)

Lecture/laboratory course emphasizing qualitative, quantitative and microscopic examination of urine. Includes special analytical procedures and their relationship to diagnosing and monitoring disease.

MET 411 Clinical Education/Management (3 Hrs.)

Processes and practices of laboratory management. Includes basic principles of competency-based education, development of course objectives, evaluation procedures and teaching techniques.

MET 421 Clinical Chemistry Laboratory (1-3 Hrs.)

Instruction and experience in use, standardization, set-up and maintenance of sophisticated multiple analyzer instruments. Selected chemical methods are also included. Prerequisite: Senior in medical technology program.

MET 422 Clinical Hematology Laboratory (1-3 Hrs.)

Automated and manual methods of cell counting and differentiation are performed on blood and other body fluids. Hemoglobin determinations are also performed. Also includes advanced instrumentation experience using particle counters, electrophoresis, automated differential systems and special hematologic testing of white and red cells, using cytochemistry techniques to identify disease states. Prerequisite: Senior in medical technology program.

MET 423 Clinical Microbiology Laboratory (1-3 Hrs.)

Isolation and identification of clinically important bacteria, mycobacteria and fungi including antibiotic susceptibility testing. Techniques for identifying parasites are included. Prerequisite: Senior in medical technology program.

MET 424 Clinical Immunohematology Laboratory (1-3 Hrs.)

Blood typing, antibody screening and identification, compatibility testing and other immunohematologic procedures are included. Emphasis is on operation and problem-solving in a modern transfusion service. Prerequisite: Senior in medical technology program.

MET 425 Clinical Coagulation Laboratory (1 Hr.)

Factors important to hemostasis, including prothrombin times and thrombin times, plus numerous factor assays, are included. Complete coagulation workup with platelet function studies covered. Prerequisite: Senior in medical technology program.

MET 427 Clinical Immunology Laboratory (1 or 2 Hrs.)

Evaluation of immunoglobulin levels to identify a disease process or to measure this important de-

fense system in the patient. Includes routine serologic techniques, protein chemistry and immunofluorescence. Prerequisite: Senior in medical technology program.

MET 428 Clinical Toxicology/Special Chemistry Laboratory (1 Hr.)

Provides opportunity to apply basic immunologic and chemical theory/practice to therapeutic drug monitoring, drug screening and other toxicology/special chemistry procedures. Prerequisite: Senior in medical technology program.

MET 446 Medical Virology (1 Hr.)

Concise overview of the physical, chemical and biological properties of medically important viruses. Emphasis on the epidemiology, pathogenesis and immune response of the major human viral infections as well as laboratory cultivation of viruses. Prerequisite: General microbiology, or equivalent.

MET 447 Medical Mycology and Parasitology (1-3 Hrs.)

Concise overview concentrating on medically significant fungi and human parasites. Emphasis on identification and mode of transmission. Lecture and laboratory.

MET 448 Introduction to Immunology (1-3 Hrs.)

Lecture/laboratory course introducing immunologic principles, concepts and techniques including components of the immune system, immune response and antigen-antibody reactions.

MET 451 Advanced Concepts in Immunology/Immunohematology (2 Hrs.)

Immunologic and immunohematologic applications to topics such as tissue transplantation, tumor immunology, paternity testing and appropriate current research. Emphasizes journal reviews, case studies and problem-solving techniques.

MET 452 Advanced Concepts in Hematology (2 Hrs.)

Advanced principles of hematologic testing leading to improved interpretative skills in hematology and body fluid analysis. Case studies and discussion to illustrate the pathophysiology of hematological dysfunction.

MET 454 Advanced Concepts in Clinical Chemistry (2 Hrs.)

Advanced chemical methodologies and intermediary metabolism with reference to pathologic conditions. Analysis and interpretation of case studies and clinical situations.

MET 456 Clinical Correlations (2 Hrs.)

Correlation of clinical laboratory data with various diseases. Utilizes case studies and clinical situations.

Nursing

B.S.N. (60 Hrs.)

Faculty — Alison Blasdell, Marje Fonza, Sandra Hudgins-Brewer, Marty Milligan, Mary C. Mulcahy, Alice Williams, Margie Williams

The nursing program at Sangamon State University offers an upper-division, integrated curriculum for registered nurses leading to the bachelor of science degree in nursing. The program seeks to provide education that prepares the graduate for practice as a generalist in various health-care settings and to adapt to changing needs of society and consumer expectations.

The curriculum features an integrative approach, with attention both to the needs of the learner and to the needs of the health-care consumer. It focuses on promoting wellness and self-care practices by individuals, families and communities; on approaching problems analytically; and on accountability for professional judgments, actions and outcomes.

Within the framework of the general course of study, students complete eight semester hours of applied study term. Five goals direct the applied study experience: (1) to provide role expansion, (2) to address the public affairs mandate of the university, (3) to utilize professional expertise and knowledge in studying health-care problems, (4) to provide opportunity for personal growth and (5) to develop appropriate communication skills.

The baccalaureate-prepared nurse assumes responsibility for providing health-care services, works interdependently with other health-care professionals and related disciplines for the improvement of health care, utilizes information generated through research, broadens the scope of nursing practice and assumes increased independence in an advocacy role with clients.

Entrance Requirements

Because of the special nature of the nursing program, certain procedures must be completed before a student may formally matriculate. All requirements should be completed during the term prior to the one in which the student wishes to begin the program.

Admission to the university. Students who meet SSU's criteria for admission are asked to complete an application form and have their transcripts forwarded to the Office of Admissions and Records. Transcripts should indicate fulfillment of the university's general education requirements plus credit in the following areas:

Anatomy and Physiology	6-8 sem. hrs.
Microbiology	4 sem. hrs.
Chemistry (including lab experience)*	4-6 sem. hrs.
English	6 sem. hrs.
Humanities	6 sem. hrs.
Social Sciences	6 sem. hrs.
Math	3 sem. hrs.

**Chemistry requirement must be met prior to enrollment in NUR 341. Students may count CHE 311 as an elective.*

Students lacking transcript credit for the above science courses may credential that knowledge through successful completion of specified proficiency examinations. Such students should seek program advice.

Current R.N. license/current insurance coverage. A copy of a current professional license and liability insurance policy must be placed in the student's file and be updated on a regular basis.

Competency. Nursing competency is verified through completion of NUR 311 Nursing: Process, Issues and Trends and NUR 331 Health Assessment.

Pre-entrance examinations. Pre-entrance examinations provide information necessary for the applicant and faculty to plan a course of study. They also provide a base upon which a student's advancement and development can be measured. Students should contact the program for further information, since this requirement should be completed before the interview requirement is met.

Interview. Applicants are asked to arrange a meeting with a nursing program faculty member for advising and sharing information. This is the last step in the admission process.

Applicants who are registered nurses may begin selected upper-division course work in the nursing program while completing admission requirements.

University Requirements

Students are required to complete a minimum of 12 semester hours of university requirements in the areas of liberal studies colloquia, public affairs colloquia and applied study. These hours must include at least four (4) hours in each of at least two (2) of these areas. Required nursing courses include eight hours of applied study. Four hours credit must be earned in public affairs or liberal studies colloquia.

Program Requirements

The upper-division baccalaureate completion program in nursing at SSU requires a minimum of 60 semester hours distributed as follows:

Required nursing courses (includes 8 hrs. applied study)	38 Hrs.
Required cognate courses	12 Hrs.
Public Affairs/Liberal Studies Colloquia	4 Hrs.
Electives (general or nursing)	6 Hrs.
Total	60 Hrs.

Registered nurses holding a baccalaureate degree in another discipline and desiring a bachelor's degree in nursing need to

contact the program about evaluating transfer credit. These students are required to complete 38 semester hours in core nursing courses, four hours in public affairs/liberal studies colloquia and other university non-course requirements. The same entrance requirements apply.

The program is designed for both part-time and full-time students. Part-time students are allowed up to seven years to complete the degree. For tuition and fees purposes, 12 semester hours of course work is considered full-time study. The program is designed for completion in two years (four semesters) by those admitted to full-time study. Individuals who complete all entrance requirements and are accepted into the program may enroll in the fall or spring semester.

Individual professional liability insurance is required of each student. Evidence of current coverage must be submitted prior to engaging in each clinical course.

Because of the nature of the program and the professional component, careful student advisement is necessary prior to and during the student's enrollment. Those admitted to the program are assigned an adviser according to university policy.

Communication skills are initially verified either prior to or during NUR 311. Developmental guidance is provided following the assessment. Ongoing assessment and verification is an essential component of successive course requirements.

Nursing majors are expected to maintain a grade-point average of 2.0, with at least a final grade of C for all nursing core and required cognate courses. Students are allowed to repeat only one nursing course for which a C is not obtained.

Sample Curriculum/Program Guide

Level 1 — one semester

NUR 311 Nursing: Process, Issues and Trends	3 Hrs.
NUR 321 Nursing Research	4 Hrs.
NUR 331 Health Assessment	4 Hrs.

NUR 341 Pathophysiology	4 Hrs.
Level II — one semester	
NUR 351 Acute Care Nursing	4 Hrs.
NUR 361 Family Health Nursing (AST)	4 Hrs.
NUR 362 Community Health Nursing (AST)	4 Hrs.
Elective course covering concepts of the meaning and value of the person	4 Hrs.
Level III — two semesters	
NUR 441 Applied Nursing Practice I	4 Hrs.
NUR 442 Applied Nursing Practice II	4 Hrs.
NUR 465 The Nursing Profession: Analysis of Issues	3 Hrs.
Elective course covering concepts of management and organizational function	4 Hrs.
Political Studies Elective	4 Hrs.
Other Electives	4 Hrs.
Public Affairs/Liberal Studies Colloquia	6 Hrs.
Total	60 Hrs.



Course Descriptions

NUR 311 Nursing: Process, Issues and Trends (3 Hrs.)

Concepts of the individual, society, wellness, self-care and professional nursing. Emphasis on problem solving and the development of professional practice, including contemporary issues and trends viewed within a historical framework.

NUR 321 Introduction to Nursing Research (4 Hrs.)

Theory with emphasis on research methods as applied to nursing and development of beginning investigative skills. Implications of such research findings serve as a basis for planning care by the nurse and in assisting clients to engage in self-care.

NUR 331 Health Assessment (4 Hrs.)

Nursing competencies necessary for completing health assessment of individual, with specific attention to development of skills in comprehensive history taking and physical examination. Emphasis on holistic assessment.

NUR 341 Pathophysiology (4 Hrs.)

Pathophysiology approached as alterations in normal physiologic processes resulting in disease or disability, including physiological changes in health disorders as well as subsequent signs and symptoms. Units presented include cardiovascular, res-

piratory, renal, acid-base, nervous, endocrine, genetic, gastro-intestinal, hepatic, proliferative and immune-inflammatory. Representative diseases/disorders selected for each unit; pathophysiological processes stressed.

NUR 351 Acute Care Nursing (4 Hrs.)

Theory/practicum. Holistic focus on care planning, utilizing problem-solving skill and emphasizing health assessment, nursing diagnosis and discharge planning. Study models are clients who have developed an acute exacerbation of a chronic health problem. Prerequisites: NUR 311, NUR 321, NUR 331 and NUR 341.

NUR 361 Family Health Nursing (AST) (4 Hrs.)

Theory/practicum. Focus on delivery of health care within the context of family dynamics, behavior and health needs throughout the family's developmental life cycle. An in-depth family assessment is used as a data base for planning, implementing and evaluating care. Special attention given to the needs of well families and the variables influencing family life style, health status, behavior and self-care ability. Prerequisites: NUR 311, 321, 331 and 341.

NUR 362 Community Health Nursing (AST) (4 Hrs.)

Theory/practicum. Health status of the community and its subsystems, factors which influence that health status and implications for nursing practice when the community is the client. Particular attention given to epidemiology, biostatistics and nursing as sociopolitical force for change. Prerequisites: NUR 311, 321, 331 and 341.

NUR 441 Applied Nursing Practice I (4 Hrs.)

Theory/practicum. The first of a two-semester sequence that focuses on the application of theoretical knowledge, conceptual models and research findings to nursing practice. The practicum component examines a specific health issue and the professional nursing role in addressing the issue. Assessment and planning of a project is included.

NUR 442 Applied Nursing Practice II (4 Hrs.)

Theory/practicum. Expands on NUR 441 to examine models of nursing practice in international settings. Students discuss the impact culture has on health care in selected countries. Health policies and the role of the nurse in each country are addressed. Project begun in NUR 441 is implemented and evaluated.

NUR 465 Seminar: The Nursing Profession: Analysis of Issues (3 Hrs.)

Examines societal trends and professional issues influencing nursing practice. Analyzes the necessary and reciprocal relationship between society and nursing. Prerequisites: NUR 351, 361 and 362.

NUR 499 Independent Study in Nursing (1-8 Hrs.)

Reading/research in areas not covered in the regular curriculum. Must be arranged with the faculty member involved.

Political Studies

B.A. (60 Hrs.) M.A. (40 Hrs.)

Faculty — Craig Brown, David Everson, Larry Golden, Kent Redfield, Doh Shinn, Stephen Schwark, Robert Spencer (emeritus), Jack Van Der Slik, Pinky Wassenberg

Adjunct Faculty — John Kornacki, Ronald Michaelson

Illinois is a state with a strong agricultural economy, a diverse industrial base and one of the nation's more interesting political cultures. Located in Springfield, the hub of Illinois political activity, Sangamon State University is able to provide a laboratory for the study of state and local government and politics.

Sangamon State students encounter political science in a setting where practical politics brings theoretical studies to life. Opportunities for experiential learning are available through the legislative applied study term for undergraduate majors and through internships and assistantships for graduates. By using electives in particular areas of public policy and professional studies, students are able to develop research skills and acquire broad academic backgrounds reflective of the rich political resources readily available in the Illinois state capital.

Students are encouraged to participate in special activities related to their course of study. The political studies program is strongly involved in the Model Illinois Government and, with faculty and students in international studies, in the Model United Nations. Students and faculty in political studies also regularly attend several public affairs conferences.

The Bachelor's Degree

A major in political studies provides students with a systematic knowledge of political life, helping them to evaluate public issues and make decisions through a balanced program of study in which philosophical, empirical and policy concerns complement one another. The political studies curriculum offers a flexible course

of study that provides a solid foundation for a career in law, politics, public service, research or teaching.

The program is strong in the study of American national and state politics, politics and law, political thought and political behavior. Individual faculty have special competencies in such topics as policy analysis, voting behavior, minority politics, legislative politics, civil liberties, political thought, public administration and the role of symbols in politics. Program faculty are active in the university's Center for Legal Studies and the Illinois Legislative Studies Center and participate in several internship programs sponsored by the university.

Entrance Requirements

While the political studies program has no special entrance requirements beyond those required for admission to the university, it is assumed that students have had college-level study in political science. Students entering the program without preparation in political science should consult a program adviser before registering for their first semester.

Communication Skills

Both the study and the practice of politics require that students/citizens speak, write and read well. These skills are also critical for successful careers in government, law and business.

In view of this, all political studies students are required to complete an assessment of their communication skills in the first semester of residence.

Political studies faculty also monitor student communication skills in all program courses. Students with deficiencies are assisted by the faculty or are directed to the Learning Center.

Advising

Entering students are assigned an initial faculty adviser when they declare political studies as their major field of study. After their first semester of residence, when they are acquainted with the faculty and are more knowledgeable about the program and the university, students may wish to select permanent academic advisers. The course of study for the B.A. is planned jointly with the academic adviser, so students should consult with their advisers before each registration and from time to time during the term.

Applied Study Term

One distinct advantage of the program is its location in Springfield, affording opportunities to participate directly in politics, especially during the applied study term. Cooperation between the university and governmental and private agencies provides many opportunities for experiential learning in public affairs research and politics. Of special note is AST 303 Legislative Applied Study Term, which places students as assistants to legislators in the Illinois General Assembly every spring semester.

University Requirements

Students are required to complete a minimum of 12 semester hours of university requirements in the areas of liberal studies colloquia, public affairs colloquia and applied study. These hours must include at least four (4) hours in each of at least two (2) of these areas. Majors in political studies satisfy these requirements by taking eight semester hours of applied study and four semester hours of liberal studies colloquia. If a student has good reason for a different distribution of the 12 semester hour re-

quirement, an exception to the rule may be claimed by petitioning the political studies program.

Program Requirements

Program courses are divided into five general areas, encompassing the major areas of the discipline. Undergraduate students must take a minimum of one course in each area to ensure an understanding of the discipline's scope and the major questions addressed by a variety of approaches to political study. There are no upper limits on the number of hours a student may take in political studies; however, students are urged to plan a sound, liberal arts program including some courses in allied social science fields.

Program requirements are as follows:

Political Studies courses

Area I	4 Hrs.
Area II	4 Hrs.
Area III	4 Hrs.
Area IV	4 Hrs.
Area V	4 Hrs.
Political Studies electives	8 Hrs.
<i>Total POS</i>	<u>28 Hrs.</u>

University Requirements

Applied Study Term	8 Hrs.
Liberal Studies Colloquia	4 Hrs.
<i>Total Other</i>	<u>12 Hrs.</u>
Electives	<u>20 Hrs.</u>
<i>Total</i>	<u>60 Hrs.</u>

Study Area I — Political Institutions, Policy, and Behavior

These courses examine the constitutional, institutional and informal factors that influence governmental decisionmaking. They constitute the common sense core, the substance of the study of politics. In addition, some courses focus on the interrelationship of process and public policy. Courses in this area are numbered 402 through 413.

Study Area II — Politics and the Legal Order

These courses examine the role of law and legal institutions in the American political system. Special attention is given to civil

liberties, judicial processes and the public meaning of legal careers to modern society. Courses in this area are numbered 415 through 421.

Study Area III — Political Thought

These courses raise fundamental and enduring questions about the nature of politics. They comprise the program's effort to cultivate the major ideas and forms of thought that distinguish political understanding. Several courses in critical theory examine special approaches to the relation of society and politics. Courses in this area are numbered from 425 through 435.

Study Area IV — Empirical Analysis

These courses examine varieties of empirical research in politics, particularly measurement, research design, data gathering and interpretation of quantitative research. Courses in this area are numbered from 451 through 454.

Study Area V — Comparative and International Politics

These courses deal with non-American politics, comparisons of American politics with other political systems or the study of politics among nations. In political studies it is imperative that each student has a knowledgeable appreciation of war and peace and of politics in cultures with institutional arrangements that differ from our own. Students interested in international studies may participate in the Midwest Model United Nations and other events concerned with global issues. Courses in this area are numbered 471-478.

Integrated B.A.-M.A. in Practical Politics

This special curriculum is designed for undergraduates who wish to prepare for a career in practical politics. It is an accelerated program that makes it possible for a major in political studies to complete the bachelor's and the master's degrees in three years.

Admission

Students must first be admitted to the

university. They must also complete a special admission form available from the political studies program office. Qualifications for admission include a GPA of at least 3.0 for all previous college work, completion of a basic course in American government or POS 301 Understanding Politics and completion of the special B.A.-M.A. admission form.

Undergraduate political studies majors may apply for admission at any time prior to registering for the applied study term. Interested students should apply, however, as soon as possible after being admitted to the university.

Curriculum

To ensure that students acquire the skills and knowledge needed for effective professional practice in the public sector, four courses are required as part of the 28-hour undergraduate major in political studies: POS 405 Illinois Government and Politics, POS 409 American Political Organizations, POS 451 Empirical Political Analysis and POS 454 Microcomputers in Politics and Government.

Students must develop expertise in an area of public policy, such as environment, health or finance, through two significant learning experiences. One of these must be an upper-division or graduate course. The other may be a course or experiential learning in a government position, policy research or other practical experience in the policy area. Student plans for gaining policy expertise must be approved in advance by the B.A.-M.A. adviser.

The integrated B.A.-M.A. plan includes an enhanced applied study term that focuses on political practice. B.A.-M.A. students must have their AST placements approved by the B.A.-M.A. adviser prior to registering for the AST.

When the student has successfully completed the undergraduate phase of the B.A.-M.A. curriculum, he/she will be admitted to the graduate program. One required internship in the practical politics concentration will be waived, and the number of courses

required for the M.A. will be reduced by two.

Sample Curriculum

First Year

Fall Semester

POS 405 Illinois
Government and
Politics
POS Study Area V
(Comparative and
International Pol-
itics)
Liberal Studies
Colloquium
General Elective

Second Year

Fall Semester

POS 454 Micro-
computers in
Politics and Gov-
ernment
POS Study Area II
(Politics and the
Legal Order)
POS Study Area III
(Political
Thought)
General Elective

B.A. Degree Awarded

Third Year

Fall Semester

POS 501 Political
Research and
Writing
POS 511 Seminar
in American
Politics
Seminar

Summer Session

POS 562 Colloquium on Campaign Man-
agement and Finance in Electoral
Systems

or

POS 563 Colloquium on Lobbying, Staffing
and Policy Analysis in Legislative and Pol-
icy Systems

M.A. Closure

M.A. Degree Awarded

Spring Semester

POS 451 Empirical
Political Analysis
POS Elective
Policy Course
General Elective

Spring Semester

POS 409 Ameri-
can Political Or-
ganizations
Applied Study
Term
General Elective

Spring Semester

POS 509 Judgment
and Context in
the Practice of
Politics
Graduate Intern-
ship
Elective

Political Studies Minor

To earn a minor in political studies, students must complete a minimum of 17-20 semester hours, at least eight hours of which must be upper-division course work taken at Sangamon State University. Required hours vary depending on whether courses are taken at SSU or at a previously attended college. A basic course in American government is a prerequisite. This can be satisfied by successfully completing POS 301 Understanding Politics or through transfer of a lower-division course in American government.

Core courses include a basic course in comparative politics or international relations at the lower-division level or POS 471 Comparative Politics or POS 473 World Politics, and a course in constitutional law (POS 415 The American Constitution and Constitutional Law or POS 416 The American Constitution and Civil Liberties, or the equivalent through transfer of upper-division course work). An elective course is required in each of two areas: political institutions and processes and political theory. Students should consult with a political studies faculty member regarding transfer credit and meeting the requirements for the minor.

The Master's Degree

The master's degree program is designed to join the basic theoretical pursuits of political science with the practical knowledge needed by effective public officials and political practitioners. The university's location in the state capital offers a rich setting for combining theory and practice. The political studies program offers sound academic instruction in American state and national politics, public law, international relations, comparative government and political thought. Program faculty augment their academic specialties with a great variety of professional and political experiences. Members of the program have served in state legislatures, as precinct committeemen, as participants in major civil rights suits, as legislative staff aides, as policy consultants and in other offices. The program

also enjoys the participation and advice of an advisory committee of practicing political professionals. These committee members, all well-known political consultants, lobbyists, researchers, staff members and policy analysts, make important contributions to graduate education by assisting with instruction in courses and seminars and by serving as mentors in program-sponsored internships. The faculty and advisers are well-qualified, by education, disposition and professional experience, to encourage students to take full advantage of the academic and professional opportunities offered by Sangamon State and the state capital.

Graduate students in political studies take a course of study that places a premium on four basic principles.

Professional competence. All students are prepared for political research and writing at a professional level and are encouraged to use their skills in program-approved, applied research settings. Taken together with the basic ideas of political studies, instruction for professional competence includes techniques found in law-making, lobbying, campaign management, the policy process, as well as writing for both analysis and advocacy. Experienced practitioners of Illinois government and politics are frequently invited to assist in teaching political skills and methods.

Systematic understanding. The political studies curriculum ensures that competence is coupled with understanding. Practical and professional courses are paired with courses that link technique with political structures, historic changes in political structures and the larger human meaning of competence in the areas of electoral and legislative systems, law and civil liberties, political thought, international relations and comparative politics. Students are also encouraged to seek appropriate instruction from faculty in public administration, economics, legal studies and women's studies, among others.

Learning in context. Practical knowledge is intelligence in context. All graduate students in political studies have opportunities to enhance their skill and understanding in actual political settings. The program has developed a broad range of internship experiences with legislative staffs and agencies, legislative liaisons, lobbyists, public interest groups, political consultants and campaign organizations. Such learning experiences ensure that M.A. students are effective learners both in the classroom and in the field and that they can transfer their learning from one setting to another, as the professional practice of politics requires.

Academic achievement. The M.A. in political studies signifies accomplishment in political science. A fine teaching and research library and a wide variety of electives in related disciplines and policy areas augment sound teaching in the standard fields of political science. In addition to taking at least one subject-matter seminar in the discipline, students complete a closure exercise (a thesis, a project in practical politics, group research or a comprehensive examination) that demonstrates knowledge and research ability in a selected field of politics.

The master's degree curriculum is organized to meet the needs of a diverse student body. Because students enter the program with B.A.s in a variety of social sciences and humanities, the M.A. curriculum is centered in several required courses that provide essential concepts and skills. A range of options in subject-matter seminars, elective courses and internships allows students to tailor their courses of study to their individual professional aspirations. The program is particularly well organized for students who want to pursue careers in practical politics at the state level or in agencies involved in international policy making, for those who are preparing to teach and for those who aspire to an advanced degree in political science or law.

PRACTICAL POLITICS. This career field is of special importance in political studies at SSU, and a curricular concentration is

offered for those who wish to specialize in practical politics. Students are expected to sharpen the skills and understanding required of thoughtful and effective practitioners in elective and appointive public service. Instruction involves consultation with experienced representatives of government and government-related endeavors in the capital. Students learn political and policy research, organizing and lobbying skills, campaign techniques and an array of analytical approaches to policy making in partisan and nonpartisan settings. Internships and special institutes that bring together traditional political science scholarship, political thought and "know how" in public affairs are hallmarks of the curriculum. As a result, students who intend to pursue careers in government and practical politics are knowledgeably involved in the ongoing business of government and in the serious study of it.

INTERNATIONAL AFFAIRS. For those interested in international affairs and comparative politics, the program offers a special combination of courses and practice-related experiences. Internships are available in selected agencies of Illinois government that have international policies and programs. Because political studies is a part of the university's interdisciplinary committee on international studies, students are encouraged to take courses on international subjects in several academic programs. Depending upon their particular goals, students can augment their political studies with appropriate courses from history, economics, public administration and health services administration, among others.

TEACHING. The master's program in political studies is also attractive to those preparing for a teaching career in secondary education or community college. Sound academic course work and the hands-on experience are both important political science experiences for in-service teachers and for those preparing to teach. Interested students can combine course work in several sub-fields of particular in-

terest to teachers of world politics, American government, Illinois history and government, and other aspects of civic education. Students may also arrange special projects in the art of teaching, which the program believes equally important with the subject matter in community college and secondary-level social studies.

ADVANCED DEGREE STUDIES. Graduate students in political studies may also shape their M.A. programs to the special requirements of advanced degrees. Students who anticipate entering law school can tailor a program that draws upon the resources of legal studies. For those interested in pursuing a Ph.D. in political science, the subject-matter seminars offer graduate preparation in the standard fields required for doctoral study. The political studies program and the department of political science at Southern Illinois University-Carbondale have a special arrangement for SSU students to take courses at SIU-C and vice-versa. M.A. candidates in political studies may also qualify for accelerated entry into the Ph.D. program in political science at SIU-C. For further information on this program, consult the program's *Handbook for Graduate Students*.

Admission to the Program

The program encourages diversity among its graduate students and so admits students who have been trained in most undergraduate fields of study. For those lacking a strong undergraduate background in political science, history or the social sciences, admission is conditional upon completion of two or more courses designated by the program committee. Persons desiring admission to the program who do not hold a B.A. degree should investigate the requirements for alternative admission in this catalog.

Communication Skills

Successful performance in practical politics and political science require abilities to write and speak persuasively and to

present sophisticated information and complex subject matters directly and plausibly. Completion of POS 501 Political Research and Writing will verify satisfaction of the communication skills requirement.

Advising

Upon admission to the program, students are assigned an initial adviser. After a semester in residence, students participate in the selection of their permanent academic adviser. This faculty member assists the student as thesis adviser, supervisor for internships and practice units and academic counselor in devising an appropriate program of study. The adviser also monitors student progress in satisfying the requirements of the program.

Grading

Students must have a grade average of B to qualify for the M.A. degree. A maximum of eight semester hours of C may be applied toward the degree so long as each hour of C is balanced by an hour of A. In no circumstances, however, may a grade lower than B in POS 501 Political Research and Writing be counted toward the degree. For students choosing the credit/no credit option, a CR represents work equivalent to B, meaning that grades of CR may be counted toward the master's degree.

Program Requirements

The M.A. in political studies is a 40-hour program with a required 28-hour minimum of 500-level courses.

Foundation

POS 501 Political Research and Writing	4 Hrs.
POS 509 Judgment and Context in the Practice of Politics	4 Hrs.

Subject-Matter Seminars

(two required)

POS 511 Seminar in American Politics	4 Hrs.
POS 512 Seminar in State Politics	4 Hrs.

POS 513 Seminar in Politics, Equality and the Legal Order	4 Hrs.
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POS 514 Seminar in Political Thought	4 Hrs.
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POS 515 Seminar in International Politics	4 Hrs.
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POS 516 Seminar in Comparative Politics	4 Hrs.
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Internships (one required)

POS 521 Internship in the Electoral Process	4 Hrs.
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POS 522 Internship in the Legislative Process	4 Hrs.
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POS 523 Internship in the Executive Process	4 Hrs.
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POS 524 Internship in International Policy	4 Hrs.
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POS 525 Illinois Legislative Staff Internship	4 Hrs.
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POS 526 Illinois Legislative Staff Internship	4 Hrs.
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M.A. Closure

POS 587 Group Research Project, POS 588 Comprehensive Examination, POS 589 Master's Project in Practical Politics, or POS 590 Thesis	4 Hrs.
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Electives

Total	16 Hrs.
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40 Hrs.

Students emphasizing international affairs in their M.A. programs must take POS 515 Seminar in International Relations and are strongly encouraged to take POS 516 Seminar in Comparative Politics.

Students who have extensive records of experience in political organizations or governmental agencies and who are not in the practical politics concentration may petition the program committee to waive the internship requirement. Students in established internship programs, such as the Graduate Public Service Internship or the Illinois Legislative Staff Internship, may receive credit for the program's internship requirement. Consult the program's *Handbook for Graduate Students* for details about graduate internships.

Electives may be selected from a wide range of courses in political studies and related disciplines. Students may take up to 12 semester hours of 400-level courses for graduate credit. When they take 400-level courses, graduate students are held to a higher standard of performance and are required to complete additional requirements.

Further information on how electives, seminars, projects and colloquia may be combined is available in the program's *Handbook for Graduate Students*. The handbook also identifies sets of elective courses that the program approves for students concentrating in practical politics and for those developing a course of study focusing on international studies, the Ph.D. in political science or other advanced degrees, careers in teaching or avocations in public service.

Concentration in Practical Politics

Foundation

POS 501 Political Research and Writing 4 Hrs.

POS 509 Judgment and Context in the Practice of Politics 4 Hrs.

Subject-Matter Core

POS 511 Seminar in American Politics 4 Hrs.

Internships (two required)

POS 521 Internship in the Electoral Process 4 Hrs.

POS 522 Internship in the Legislative Process 4 Hrs.

POS 523 Internship in the Executive Process 4 Hrs.

Colloquium (one required)

POS 562 Colloquium on Campaign Management and Finance in Electoral Systems 4 Hrs.

POS 563 Colloquium on Lobbying, Staffing and Analysis in Legislative and Policy Systems 4 Hrs.

M./A. Closure

POS 587 Group Research Proj- 4 Hrs.

ect, POS 588 Comprehensive Examination, POS 589 Master's Project in Practical Politics, or POS 590 Thesis

Elective Courses

Students in the practical politics option may choose electives from such courses as POS 512 Seminar in State Politics, POS 408 American Political Behavior, POS 417 Judicial Process, POS 428 Public Interest, POS 529 Practice Unit and ADP 504 Budget and Finance. Consult the *Handbook for Graduate Students* for further information.

Total

16 Hrs.

40 Hrs.



Course Descriptions

Both undergraduate and graduate students may enroll in 400-level courses. Graduate students, however, are held to a higher standard of performance and additional work may be required.

POS 301 Understanding Politics (4 Hrs.)

Fundamentals of political understanding gained through study of modern political institutions and events. Emphasis on American national politics.

Area I — Political Institutions, Policy and Behavior

POS 402 Legislative Politics (4 Hrs.)

Legislative decisionmaking in the state legislature and United States Congress. The law-making process as a system involving interplay of competing personalities, interests and actors. Special attention to Illinois.

POS 405 Illinois Government and Politics (4 Hrs.)

Policy-making process as it operates in Illinois. Major topics include constitutional structure, role of parties and interest groups, initiation of public policy, legislative process, role of the governor, politics of the budgetary process, implementation of public policy. See PAR 405.

POS 406 The American Presidency (4 Hrs.)

Nature and scope of the American presidency — both historically and analytically. Topical attention given to the views of the framers of the Constitution and to problems of presidential management, leadership and prerogative.

POS 407 Urban Politics (4 Hrs.)

Structure, function and politics of governmental entities in urban areas, with policy focus on issues and alternative methods of analysis. Attention given to small and large urban areas.

POS 408 American Political Behavior (4 Hrs.)

Examination of mass public opinion, electoral behavior and participation in American politics. Special attention is given to the role of the mass media.

POS 409 American Political Organizations (4 Hrs.)

Examination of interest groups and political parties in American politics. Special attention is given to the impact of mass media on contemporary political organizations.

POS 411 Human Nature in Politics (4 Hrs.)

Reciprocal influences of human conditions and public affairs. Topics may include politics and personality, family and the state, child-rearing and schooling in political socialization and individual adaptation to political roles.

POS 412 Political Processes (4 Hrs.)

An introduction to the examination of public policy making at federal and state levels, utilizing game simulation of legislative action. Includes review of major national and state policy concerns, budgeting and bill drafting.

POS 413 Gender and Politics (4 Hrs.)

Focuses on the impact of the difference between men and women in local, state, national and international politics. Gender differences examined in light of contemporary behavioral research. See WMS 413.

Area II — Politics and the Legal Order

POS 415 The American Constitution and Constitutional Law (4 Hrs.)

The place of the Constitution and Supreme Court in American polity, using both empirical and case materials. Focus on structure and powers of national government, with special emphasis on the Supreme Court as a policy-making institution. See LES 415.

POS 416 American Constitution and Civil Liberties (4 Hrs.)

Civil liberties constitutional law, with examination of Supreme Court's role in definition and development of civil liberties. Emphasis on Bill of Rights and Civil War amendments. See LES 416.

POS 417 Judicial Process (4 Hrs.)

Social science literature on judicial process in the United States, with emphasis on Illinois. Major topics include legal culture, court structure, litigation, legal profession, trial and appellate courts, impact and compliance, and criticisms of the process. See LES 411 and SJP 419.

POS 418 Rights in Theory and Practice (4 Hrs.)

Relationships between civil liberties and economic and political systems. Definition of rights and civil liberties problems; role of judiciary, legislature and bureaucracy.

POS 421 Law and Social Order (4 Hrs.)

Nature and functions of law in general, given the economic and political organization of American society. Law and the legal system viewed from a critical perspective, including relationship between the legal system and justice and fairness and equality. Particular emphasis on issues of inequality involving race, class and gender. See LES 404, SOA 425 and WMS 445.

Area III — Political Thought

POS 425 Democracy, Pluralism, Elitism (4 Hrs.)

Three theoretical perspectives on the distribution of power in society: democracy, pluralism and elitism. Both normative (what ought to be) and empirical (what is) theoretical perspectives examined. Major focus on American society, but comparative materials included.

POS 427 Radical Social and Political Theory (4 Hrs.)

Examines ideas and prophetic visions of Herbert Marcuse, Wilhelm Reich and Marshall McLuhan as critics of the technocratic state. Examines validity of critiques and alternative proposals for a radical reconstruction of social life. See LAR 441.

POS 428 Public Interest (4 Hrs.)

Traditions of political thought through contemporary authors and classic texts, with attention to the public interest versus private, special, vested and other interests.

POS 429 Political Ethics (4 Hrs.)

Examination of ethical relations in politics. Subjects considered include the requirements of practical judgment in legislative and administrative settings, ethically controversial issues in contemporary politics and important ethical traditions in political life.

POS 431 Classical Political Thought (4 Hrs.)

Major theoretical treatments of injustice and justice in Western political tradition. Emphasis on Plato and Aristotle. Includes origins of political science and political philosophy and consideration of relevant historical contexts.

POS 432 Modern Political Thought (4 Hrs.)

Major theoretical treatments of injustice and justice in Western political tradition. Emphasis on political tradition from Machiavelli to Marx, with particular concern for development of American constitutionalism and Marxism.

POS 435 American Political Thought (4 Hrs.)

Basic issues and themes of American political life from colonial times to the 20th century. Consider-

ation given to such concepts as individualism, federalism, democracy and pluralism and to such problems as the transformation of America from an agrarian confederacy to a great world power and the politics of race, region and interest.

Area IV — Empirical Analysis

POS 451 Empirical Political Analysis (4 Hrs.)

Examines the empirical research process from conceptualization to data analysis and writing the research report. Particular emphasis will be given to research design and causal analysis. Empirical methods explored will include direct observation and survey research. Students will be expected to carry out an empirical research project and to write a paper on the research.

POS 454 Microcomputers in Politics and Government (4 Hrs.)

Reviews microcomputer applications in local politics and government. Problems and exercises develop proficiency in the uses of microcomputer programs for data analysis and management and report writing. No prior knowledge of a computer language is required or assumed. Prerequisite: POS 451, or equivalent.

Area V — Comparative and International Politics

POS 471 Comparative Politics (4 Hrs.)

Analyzes and compares politics in developing and developed nations.

POS 473 World Politics (4 Hrs.)

Topics in international relations, e.g., North-South and East-West relations, international economy, war and peace and international organization.

POS 474 American Foreign Policy (4 Hrs.)

Analyzes postwar American foreign policy from Cold War to detente. Topics include American responses to Third World nationalism and revolution in South and Central America, Vietnam, South Africa and the impact of domestic policy and "great power" role on foreign policy making.

POS 475 International Organizations and Integration (4 Hrs.)

Examines how nation states shape international organizations and are affected by them, in turn. Focus on the United Nations with consideration given to regional organizations, as well.

POS 477 Soviet Politics (4 Hrs.)

Evolution of the Soviet political system since 1917. Focus on the role of ideology and nationalism, with special attention paid to reforms in the Gorbachev era. Contemporary problems, such as nationalities, economic stagnation, alcoholism and the role of women, are also considered.

POS 478 Political Economy of East Asia in Global Perspective (4 Hrs.)

Examines the political economies of such powerful

East Asian exporting countries as Japan, South Korea and Taiwan. Special attention given to comparative political perspective and to present and future roles in the world economy.

Additional Topics

POS 480 Topics in Political Studies (4 Hrs.)

Issues arising from current and important political phenomena. May be taken for unlimited number of credit hours, but particular topic must differ.

POS 499 Tutorial (1-4 Hrs.)

Graduate Courses

POS 501 Political Research and Writing (4 Hrs.)

Techniques and styles current in practical political research, including microcomputer applications, documentary sources, information accessing systems, bill analysis, and polling and survey research methods. Professionally effective writing is emphasized.

POS 509 Judgment and Context in the Practice of Politics (4 Hrs.)

Relation of political theory and practical political judgment. Subjects may include political culture, socialization to political roles, prudential decision-making, political ethics, methods of participant observation.

POS 511 Seminar in American Politics (4 Hrs.)

Pre-eminent themes and basic literature in the field of American politics. Subjects may vary.

POS 512 Seminar in State Politics (4 Hrs.)

Pre-eminent themes and basic literature in the field of American state politics. Subjects may vary.

POS 513 Seminar in Politics, Equality and the Legal Order (4 Hrs.)

Pre-eminent themes and basic literature in the field of public law. Subjects may vary. See LES 513.

POS 514 Seminar in Political Thought (4 Hrs.)

Pre-eminent themes and basic literature in the field of political theory. Subjects may vary.

POS 515 Seminar in International Relations (4 Hrs.)

Pre-eminent themes and basic literature in the field of international relations. Subjects may vary.

POS 516 Seminar in Comparative Politics (4 Hrs.)

Pre-eminent themes and basic literature in the field of comparative politics. Subjects may vary.

POS 521 Internship in the Electoral Process (4 Hrs.)

Concentrated learning experience in campaign management. Students are placed with program-approved campaigns and party organizations. Prerequisite: Permission of instructor.

POS 522 Internship in the Legislative

Process (4 Hrs.)

Concentrated learning experience in the legislative process. Students are placed with program-approved lobbying organizations, legislative liaisons, political consultants and units of the Illinois General Assembly. Prerequisite: Permission of instructor.

POS 523 Internship in the Executive

Process (4 Hrs.)

Concentrated learning experience in executive and staff positions. Students are placed in agencies of the state of Illinois. Emphasis is on staff support of governmental and political leadership. Prerequisite: Permission of instructor.

POS 524 Internship in International

Policy (4 Hrs.)

Concentrated learning experience in international policy making at the state and regional levels. Students are placed in program-approved agencies responsible for international programs and policies. Prerequisite: Permission of instructor.

POS 525-526 Academic Seminar: Illinois

Legislative Staff Internship (2-6 Hrs.)

Literature on legislative process and behavior, theories of representation, legislative staffing and Illinois government and politics. Restricted to students selected as Illinois legislative staff interns.

POS 529 Practice Unit

(1 Hr.)

Structured experiential learning module designed to accompany student undertaking in program-approved applied research. Prerequisites: POS 501 and one seminar (POS 511-516), or permission of instructor.

POS 562 Colloquium on Campaign Management and Finance in Electoral Systems (4 Hrs.)

Focused interchange among practitioners, scholars and students on laws, techniques and practices that affect campaign management is combined with intensive study of electoral systems. Extensive participation by professionals from the field. Enrollment

restricted to students concentrating in practical politics. Prerequisite: Permission of instructor.

POS 563 Colloquium on Lobbying, Staffing and Policy Analysis in Legislative and Policy Systems (4 Hrs.)

Focused interchange among practitioners, scholars and students on current practices and techniques of effective lobbying and staffwork in the law-making and policy process is combined with intensive study of legislative and policy systems. Extensive participation by professionals from the field. Enrollment restricted to students concentrating in practical politics. Prerequisite: Permission of instructor.

POS 580 Special Topics (4 Hrs.)

Intensive study of a research or theoretical problem in political science, political education or practical politics. Subject matter and requirements for study and research are determined by the student and the supervising faculty member. Prerequisites: POS 501 and one seminar (POS 511-516), or permission of instructor.

POS 587 Group Research Project (4 Hrs.)

Development and completion of research organized as a group project. Satisfies M.A. closure requirement. Prerequisite: Permission of instructor.

POS 588 Comprehensive Examination (4 Hrs.)

Preparation for and completion of a comprehensive examination. Satisfies M.A. closure requirement. Prerequisite: Permission of instructor.

POS 589 Master's Project in Practical Politics (4 Hrs.)

Development and completion of a closure project in practical politics. Prerequisite: Permission of instructor.

POS 590 Thesis (4 Hrs.)

Development and completion of a master's thesis in political studies. Prerequisite: Permission of instructor.

POS 599 Graduate Tutorial (1-4 Hrs.)

Psychology

B.A. (60 Hrs.) M.A. (40-56 Hrs.)

Faculty — Joel Adkins, Ronald Havens, Jonathan L. Hess, Karen Kirkendall, Rense Lange, John Miller, Patricia Lynn Pardie, A. Dan Whitley

Associated Faculty — Dennis Fox, Larry Shiner

Adjunct Faculty — Glen Aylward, Richard E. Dimond, Edward Hamann, Edwin Lacheta, Mary Loken, Katherine Swan, Catherine Walters

The Bachelor's Degree

The psychology B.A. program provides students with a liberal arts background that can be used to obtain many different types of employment positions. On the other hand, because graduate work (M.A., M.S.W. or Ph.D.) generally is required for professional employment in the helping professions or for an academic career, the undergraduate curriculum also is designed to prepare students for continued study at the graduate level in psychology or related social services fields. Students should confer with a program adviser to choose elective courses in psychology that best suit individual interests and needs.

The core of required courses is designed to serve several purposes. Our primary goal is to help students gain the communication skills, problem-solving abilities, critical thinking and general information necessary for effective functioning in future academic, employment, social and interpersonal settings. Toward this end, the requirement of a course in advanced general psychology or critical thinking is designed to introduce students to general information gathering strategies, problem analysis approaches and communication skills. The required courses in quantitative methods and experimental psychology provide an introduction to the scientific methodologies used within the social sciences. The remaining requirements are designed to offer students a broad exposure to basic content areas within the field of psychology, including abnormal, developmental and physiological psychology. It should be noted that there

are many other important topic areas within the field, including learning, memory, perception, motivation, emotion, cognition, social psychology and various therapeutic intervention techniques. The psychology electives should be used to acquire information in these or other areas of special interest or value to the student.

An additional goal is to provide students with the background and skills necessary to secure entry into graduate school. For this reason, all students are advised to take the Graduate Record Examination (GRE) during the first semester of their junior year to obtain feedback regarding general areas of deficiency that can be improved prior to graduation and application to graduate school. In addition, all students should plan to attend one of the academic/career planning seminars held each semester. During these seminars students are given practical information and advice regarding their career options, academic goals, etc.

Students are encouraged to pursue electives outside psychology and related areas as part of a broad liberal arts education. The university requirements contribute to a broadening of the educational experience. The applied study term provides students with an unusual opportunity to integrate classroom learning and practical field experience, as well as to gain experience that may be useful in decisions about employment or later training.

Psychology is an appropriate major for students who seek certification as elementary school teachers. The psychology program, in conjunction with the teacher edu-

cation sequence, offers an integrated course of study leading to teacher certification and to a B.A. in psychology. A major in psychology provides the education student with a fundamental liberal arts perspective and with an introduction to the psychological principles underlying the teaching and learning processes. Requirements for students choosing the psychology/teacher education option are somewhat different from those for the regular B.A. degree and are listed separately below.

Entrance Requirements

The undergraduate psychology program has no specific entrance requirements beyond admission to the university, but it is assumed that entering students have had at least one course in introductory psychology.

Communication Skills

All psychology majors are required to complete tests to assess reading and writing skills in English within one year of declaring a psychology major. Students who do not meet standards established by the psychology faculty will be required to complete remedial work that may include course work for which degree credit is not granted.

University Requirements

Students are required to complete a minimum of 12 semester hours of university requirements in the areas of liberal studies colloquia, public affairs colloquia and applied study. These hours must include at least four (4) hours in each of at least two (2) of these areas.

The applied study term (AST) provides psychology students with an opportunity to gain practical experience in field placements suited to their goals and interests. Placements have included local mental health centers, various other mental health and community service organizations (such as the Youth Service Bureau, the Springfield Mental Health Center, the Sangamon-Menard Alcoholism and Drug

Abuse Council and the YMCA), research positions at SIU Medical School and research experience with Sangamon State faculty. Generally, the AST office and the psychology program can provide an appropriate placement, and student-initiated placements also are possible with approval of the adviser and the AST office.

Program Requirements

Total hours required in the psychology undergraduate program are distributed as follows:

Core Requirements

PSY 301 Advanced General Psychology or	
PSY 302 Critical Thinking	4 Hrs.
PSY 303 Experimental Psychology	4 Hrs.
PSY 311 Quantitative Methods in the Behavioral Sciences	4 Hrs.
PSY 412 Introduction to Physiological Psychology	4 Hrs.
PSY 421 Life-Span Developmental Psychology	4 Hrs.
PSY 446 Abnormal Psychology	4 Hrs.
<i>Total Core</i>	<i>24 Hrs.</i>

Other Requirements

Psychology Electives (psychology courses or cross-listed courses)	8 Hrs.
<i>Total Psychology Courses</i>	<i>32 Hrs.</i>

University Requirements	12 Hrs.
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General Electives

Any 300- or 400-level courses, psychology or nonpsychology	16 Hrs.
<i>Total</i>	<i>60 Hrs.</i>

Psychology/Teacher Education

The psychology program requirements are modified slightly to meet the special needs of psychology majors who seek elementary teacher certification. The student should also consult the teacher education section of this catalog.

Core Requirements

PSY 301 Advanced General Psychology	4 Hrs.
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PSY 311 Quantitative Methods in the Behavioral Sciences	4 Hrs.
PSY 446 Abnormal Psychology	4 Hrs.
PSY 465 Psychological Tests and Measurements	4 Hrs.
Total Core	16 Hrs.
Psychology Electives	16 Hrs.
Total	32 Hrs.

Lower-division Courses

Because we consider academic work at Sangamon State University to be a continuation of the student's previous education, allowances are made for the application of lower-division credits in psychology toward the major in psychology.

Students who have earned a B or better in lower-division level psychology courses beyond an introductory psychology course at another institution may use those courses as the basis for a reduction of up to six hours in the total number of hours in psychology required of program majors. In addition, if one of those courses, or a combination thereof, is judged by the psychology program faculty to be equivalent to a required core course, that specific requirement may be waived. Students still must meet the university requirement of a total of 60 hours for graduation. This particular provision, however, may allow the distribution of those hours to be broadened.

Psychology Minor

To earn a minor in psychology, students must complete a minimum of 20 semester hours, at least 16 hours of which must be upper-division course work taken at Sangamon State University. Prerequisite to pursuing a minor is the completion of at least one lower-division course in introductory psychology. Students who have earned a B or better in lower-division psychology courses beyond introductory psychology at another institution may use those courses as the basis for a reduction of up to four hours in the number of hours required for a minor.

Core courses include PSY 303 Experi-

mental Psychology, PSY 311 Quantitative Methods, PSY 412 Introduction to Physiological Psychology, PSY 421 Life-span Developmental Psychology and PSY 446 Abnormal Psychology.

The Master's Degree

The graduate program in psychology offers two M.A. concentrations: general psychology (40 hours) and clinical psychology (56 hours). The degree in general psychology provides a broad academic background and is appropriate as a terminal degree for work in many psychology-related occupations or as preparation for advanced graduate work. Core requirements for the general M.A. degree focus on methodology and theoretical issues. In addition, each student is required to complete intensive readings and pass an examination in a selected area, such as developmental psychology, general experimental psychology or biopsychology.

The clinical M.A. is designed as a professional, terminal degree but also is suitable as preparation for a Ph.D. program in clinical psychology or in counseling or related areas. The clinical M.A. program includes general theoretical knowledge and emphasizes the development of applied skills in psychological assessment and in individual and group psychotherapy.

Waivers

Students may petition the psychology program for a waiver of any admission or degree requirement. The sole basis for any waiver is demonstrable competence in the area covered by the requirement and the decision is entirely at the discretion of the psychology program.

Grades

A grade point average of 3.0 or better is required for graduation. No more than eight semester hours of C grades in graduate courses are acceptable toward the degree, and they must be balanced by an equal number of hours of A.

Graduate Credit for 400-level Courses

With written permission of the adviser, graduate students may receive credit for a maximum of eight semester hours of 400-level courses. Graduate students are expected to meet a higher standard of performance than undergraduate students in 400-level courses and may be required to complete additional course requirements at the discretion of the instructor. Graduate students must earn a grade of B or better to receive credit for 400-level courses. In some instances, graduate students may be advised to remedy deficiencies in their preparation for graduate study by completing undergraduate courses. Such extra remedial courses cannot be used for graduate credit.

Master's Project

In accordance with university requirements, all graduate students must complete a written master's project. The proposed project must be approved before it is begun. Specific guidelines on completing this requirement are available from the psychology program office.

General M.A. Program

Entrance Requirements

Admission to the general M.A. concentration in psychology is by application; forms can be obtained from the psychology program. Admission to graduate study at the university does not assure admission to the psychology program.

All university and psychology program admission forms, complete transcripts and all letters of recommendation should be submitted as early as possible prior to the desired semester of entry into graduate studies. Only the files of students who have submitted all required materials by April 15 or Oct. 15 will be reviewed for an admission decision. Incomplete applications or applications received after the deadline will result in the postponement of an admission

decision until the next deadline. In the interim, these applicants may register for a maximum of 12 semester hours of credit with the understanding that their participation in these courses in no way guarantees their eventual acceptance into the program.

PSY 303 Experimental Psychology and PSY 311 Quantitative Methods in the Behavioral Sciences, or their equivalents, and at least two additional upper-division courses in psychology are required for admission to the general M.A. concentration in psychology. Students who do not meet these requirements may be admitted provisionally, at the discretion of the admissions committee, but must make up the prerequisite undergraduate courses in addition to the regular graduate requirements.

Advancement to Candidacy

Students admitted to the general M.A. program are advanced to candidacy only upon completion of PSY 501 Graduate Colloquium in Psychology with a grade of B or better and the demonstration of graduate-level performance in reading, writing and speaking English. Performance in the colloquium and scores on standardized examinations are used in judging communication skills. Students who initially fail to meet standards established by the psychology program faculty will be required to complete remedial work prescribed by the program faculty. Remedial work may include course work that does not earn credit toward the M.A. degree. Enrollment in PSY 589 M.A. Project is not open to students who have not been advanced to candidacy.

Advising

An adviser must be selected from the psychology program faculty; students are expected to meet with advisers prior to registration.

General M.A. Requirements

Core Requirements

PSY 501 Graduate Colloquium in Psychology	4 Hrs.
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PSY 503 Research Methods 4 Hrs.

Any two of the following:

PSY 504 Theoretical Psychology 4 Hrs.

PSY 506 Cognitive Psychology 4 Hrs.

PSY 516 Models of Brain
Function 4 Hrs.

PSY 520 Seminar in Develop-
mental Psychology 4 Hrs.

PSY 530 Seminar in Social
Psychology 4 Hrs.

Total Core 16 Hrs.

Other Psychology Requirements

Adviser-approved courses 16 Hrs.

PSY 589 M.A. Project 4 Hrs.

University Requirements

Public Affairs Colloquia 4 Hrs.

Total 40 Hrs.

Areas of Study

Students may focus their course work in an area of study such as developmental psychology, psychology of language and communication, organizational psychology or other areas for that appropriate courses and faculty expertise are available in the psychology program or, in some cases, in other university programs. Students who do not choose to focus their course work in one area of study may elect courses that provide a broad sampling within psychology and related areas. To receive credit toward the M.A. degree in the general psychology concentration for courses taken in other university programs, a student must have a petition approved in writing by the advisory committee prior to taking the course(s). No more than 12 hours of course work in other programs may be approved.

Clinical Concentration

The clinical M.A. is designed to provide the training and experience necessary to secure employment in the field, generally within a rural community mental health center or a similar mental health setting. However, because doctoral level training is required for licensure in most states and is preferred by many employers (including universities, hospitals and mental health

centers in major urban areas), the clinical curriculum also has been designed to serve as suitable preparation for eventual entry into doctoral-level training.

The clinical M.A. program includes core courses that emphasize a familiarity with relevant professional issues, theories and research results, a mastery of basic clinical skills and the acquisition of research techniques and general knowledge appropriate to the discipline. The remainder of the curriculum consists of courses designed to build on this background with more specialized skills, knowledge and experiences in a specific field of interest to the student (e.g., assessment, individual therapy, family therapy, addiction, child therapy, hypnotherapy, etc.). An M.A. project is required as a closure exercise for all students. In general, it is expected that this project will involve data collection and analysis; however, program development proposals, case studies or in-depth reviews of the literature may be approved in some instances.

Psychology graduate students are required to demonstrate graduate-level performance in reading, writing and speaking English. In addition to assessment in courses, students are required to complete standardized examinations. Students who initially fail to meet standards established by the psychology program faculty will be required to complete remedial work prescribed by the program faculty. Remedial work may include course work that does not earn credit toward the M.A. degree.

Entrance Requirements

Acceptance into the M.A. clinical concentration is reserved for a limited number of applicants each year on a competitive basis. All application materials, including university and program application forms, all transcripts and three letters of recommendation must be submitted prior to April 15 or Oct. 15. Incomplete applications received after a deadline will result in the postponement of an admission decision until the following deadline. In the interim,

these applicants may register for a maximum of 12 semester hours of credit in courses that are not reserved for admitted students only with the understanding that participation in these courses in no way guarantees their eventual acceptance into the program.

Courses in abnormal psychology, quantitative methods (statistics), psychological tests and measurements, personality theory and developmental psychology, or their equivalents, are required for full admission into the clinical psychology concentration. Provisional admission contingent upon completing these prerequisites is possible. Courses taken to fulfill these prerequisites may not be applied toward the graduate degree.

Clinical Concentration Requirements

Psychology Core

PSY 503 Research Methods	4 Hrs.
PSY 520 Seminar in Developmental Psychology or	
PSY 530 Seminar in Social Psychology	4 Hrs.
PSY 541 Professional and Ethical Issues	4 Hrs.
PSY 542 Theories of Psychopathology and Psychotherapy	4 Hrs.
PSY 543 Clinical Biopsychology	4 Hrs.
PSY 544 Intelligence Testing	4 Hrs.
PSY 545 Personality Assessment	4 Hrs.
PSY 551 Techniques of Psychotherapy	4 Hrs.
PSY 552 Techniques of Group Counseling and Psychotherapy (or HDC 503)	4 Hrs.
PSY 554 Child Psychopathology and Therapy	4 Hrs.
PSY 580 Practicum in Clinical Psychology	4 Hrs.
Total Core	44 Hrs.

Psychology Electives	12 Hrs.
Total	56 Hrs.

In addition to course requirements, stu-

dents are required to complete a formal closure exercise as required by university policy. Guidelines for completion of this report are available from the psychology program.

Students who intend to seek a position in a mental health facility upon graduation may wish to use their elective hours for additional practicum experience or for additional training in specific clinical skills such as neuropsychological assessment, play therapy, family therapy or Eriksonian approaches to psychotherapy. Students planning to apply to doctoral programs may choose to take research-oriented courses in topics such as advanced quantitative methods, cognitive psychology or models of brain function.



Course Descriptions

PSY 301 Advanced General Psychology (4 Hrs.)

Selected methods, data and theories in perception, learning, cognition and motivation. Prerequisite: Introductory course in psychology.

PSY 302 Critical Thinking (4 Hrs.)

Reading and exercises designed to improve skills in critical thinking. Emphasis is on intensive practice and individualized feedback rather than on theory.

PSY 303 Experimental Psychology (4 Hrs.)

The experimental method in psychology, including philosophical background and introduction to research strategies and designs. Prerequisite: PSY 311, or equivalent.

PSY 311 Quantitative Methods in the Behavioral Sciences (4 Hrs.)

Intuitive conceptual overview of statistics as used in psychology and the human services professions, including introduction to descriptive statistics (central tendency, variability, standard scores, correlation) and inferential statistics (hypothesis testing). Prerequisite: Understanding of basic algebraic concepts.

PSY 400 Special Topics in Psychology (4 Hrs.)

Selected topics of special interest that may vary from semester to semester. May be repeated, but topics must vary.

PSY 401 Educational Psychology (4 Hrs.)

Topics in psychology relevant to teaching: educational objectives, student characteristics and development, the learning process and evaluation of learning.

PSY 402 Psychology of Learning (4 Hrs.)

Major theories of learning and selected historical

and contemporary research in learning and related areas. Prerequisite: PSY 301, or equivalent.

PSY 405 Philosophy of Psychology (4 Hrs.)
Philosophical and metatheoretical issues in contemporary psychology.

PSY 412 Introduction to Physiological Psychology (4 Hrs.)
Basic structure and functions of the nervous system; neuron physiology, sensory processing and physiological regulations.

PSY 413 Advanced Physiological Psychology (4 Hrs.)
Data and theories of brain function in learning, attention, motivation and psychopathology. Prerequisite: PSY 412.

PSY 414 Hormones and Behavior (4 Hrs.)
Roles of internal secretion glands and their hormones in metabolic processes, their effects upon behavior, regulation of hormonal secretion and effects of environmental factors.

PSY 415 Psychoactive Drugs (4 Hrs.)
Major classes of drugs that affect psychological processes and behavior; issues of drug use in treatment of mental disorders; drugs as a social problem.

PSY 421 Life-Span Developmental Psychology (4 Hrs.)
Cognitive, emotional and social development across the life span; determinants of individual differences and principles of mental and physical health throughout life.

PSY 422 Child Development (4 Hrs.)
Development of intelligence, language and cognition; physical growth and social and personal development in newborns, infants and toddlers and in early and middle childhood. Emphasis on child-rearing practices.

PSY 423 Adolescence (4 Hrs.)
Psychological, social and biological development (including medical problems) in adolescence. Influence of milieu (family, peers, school, church, work) on cognitive, emotional and social development.

PSY 424 Exceptional Child (4 Hrs.)
Behaviors and conditions that make a child different from most other children, including all conditions addressed by Public Law 94-142. Topics include mental retardation, learning disabilities, behavior disorders, giftedness, and hearing, vision and speech impairments.

PSY 431 Social Psychology: Psychological Perspectives (4 Hrs.)
Survey of major theories and selected areas of research in social psychology.

PSY 435 Social Psychology of Women (4 Hrs.)
Empirical research and phenomenological descriptions of five key areas of female psychology: biology,

personality, social roles, sexuality and mental health. Special emphasis on power differentials between the sexes as they relate to achievement, self-esteem and identity formation. See SOA 451 and WMS 451.

PSY 441 Theories of Personality (4 Hrs.)
Major theories of personality and determinants of individual differences.

PSY 442 Consciousness (4 Hrs.)
Theories of consciousness; consciousness-altering techniques, with emphasis on procedures to uncover unconscious material; meditation, hypnosis, bio-feedback, sensory deprivation, dreams and drugs.

PSY 444 Creativity and Problem Solving (4 Hrs.)
Systems-oriented approach to problem solving and creativity. Experiential learning with structured exercises.

PSY 445 Advanced Human Potential (2 Hrs.)
Provides students with opportunities to examine and enhance self-esteem, values and life goals. Exercises, group discussions and dyadic exchanges utilized. Blocks to increased levels of self-esteem reviewed and procedures provided to aid students in quest of self-awareness and self-actualization.

PSY 446 Abnormal Psychology (4 Hrs.)
Theories, research and classification systems relevant to abnormal behavior. Emphasis on current diagnostic and descriptive systems.

PSY 454 Consulting Psychology (4 Hrs.)
Role and procedures of the psychological consultant to organizations and individuals. Models of human behavior discussed but emphasis is on techniques.

PSY 455 Interviewing (4 Hrs.)
Discussion of interviewing process, with emphasis on procedures of effective interviewing. Students practice interviewing and receive feedback.

PSY 457 Transactional Analysis: Theory and Procedures (2 Hrs.)
Concepts in transactional analysis and their utilization. Topics include stroke economies, script work, stimulus hunger, position hunger, time structuring, attribution and injunctions.

PSY 458 Transactional Analysis: Principles of Group Treatment (2 Hrs.)
Procedures in organizing and leading a transactionally-oriented treatment group. Students specify and utilize a treatment contract for themselves. Prerequisite: PSY 457, or several introductory workshops in transactional analysis.

PSY 459 Stress Management (4 Hrs.)
Comprehensive program of techniques for stress management, including anger and fear reduction, time management, decisionmaking, autogenic

training, imagery and visualization, social networking and centering.

PSY 460 Crisis Intervention Hot Line (2 Hrs.)

Offers didactic training in suicide, depression, alcohol and drug-related problems as well as theories and techniques of suicide prevention and crisis intervention. This training is followed by approximately three to six hours per week of volunteer work on suicide prevention or crisis intervention hot line. Other experiences in the mental health field are provided whenever possible. May be repeated for a maximum of four hours credit.

PSY 465 Psychological Tests and Measurements (4 Hrs.)

Basic theories of psychological tests and of test construction and interpretation. Includes representative tests and examines contemporary issues in testing. Prerequisite: PSY 311, or equivalent.

PSY 490 Independent Study in Psychology (2-4 Hrs.)

Selected topics by agreement with a member of the psychology program faculty; topics, methods of study and means of evaluation to be negotiated between student and faculty member. May be repeated without limit, but topics must differ.

PSY 500 Seminar in Psychology (4 Hrs.)

Specially selected topics in psychology. Content varies according to interest and demand. May be repeated without limit, but topics must differ.

PSY 501 Graduate Colloquium in Psychology (4 Hrs.)

Seminar in which students examine and report upon selected areas of psychological research. Prerequisite: Graduate standing in psychology, PSY 303 and PSY 311, or equivalents.

PSY 502 Advanced Quantitative Methods in the Behavioral Sciences: Hypothesis Testing (4 Hrs.)

Various laboratory and nonlaboratory methodologies and tools for research and assessment. Preparation for graduate-level analysis of available literature. Prerequisite: PSY 311, or equivalent.

PSY 503 Research Methods (4 Hrs.)

Investigation of the problems of developing and improving research skills in the social sciences. There will be an emphasis on decisions about specific evaluation methodologies; timing of data gathering and analysis will be closely related to content and context of the program under evaluation. Prerequisite: PSY 311, or equivalent.

PSY 504 Theoretical Psychology (4 Hrs.)

The problems of knowledge in psychology. Prerequisite: Graduate standing in psychology.

PSY 506 Cognitive Psychology (4 Hrs.)

An overview of specially selected topics relevant to the processes of sensation, perception, learning, memory, decisionmaking, problem solving, reason-

ing and language. Special emphasis will be placed on the information processing view of cognitive psychology.

PSY 516 Models of Brain Function (4 Hrs.)

Logical principles of brain function; neural models of sensory representation, information processing, learning, attention and consciousness. Prerequisite: PSY 412, or equivalent.

PSY 520 Seminar in Developmental Psychology (4 Hrs.)

Specially selected topics relevant to the field of developmental psychology. Content varies according to interest and demand. May be repeated without limit, but topics must differ. Prerequisite: PSY 421, or equivalent.

PSY 530 Seminar in Social Psychology (4 Hrs.)

Topics in personality and social psychology selected on the basis of student interest and available current research. Topics may include attitudes and social cognition, interpersonal relations, group processes and personality processes, and individual differences. Prerequisite: PSY 311 and PSY 431.

PSY 540 Seminar in Clinical Psychology (4 Hrs.)

Specially selected topics concerned with theories and issues in clinical psychology. Content varies according to interest and demand. May be repeated without limit, but topics must differ. Prerequisite: PSY 542.

PSY 541 Professional and Ethical Issues (4 Hrs.)

Review of the history, professional development and ethical principles of clinical psychology. Establishes a context for understanding the nature of clinical practice, relationships with other professions and the legal and ethical issues confronted by clinicians. Prerequisite: PSY 446 and graduate standing.

PSY 542 Theories of Psychopathology and Psychotherapy (4 Hrs.)

Systematic examination of the theories, research, and diagnostic and treatment issues regarding various types of abnormal behavior. Prerequisite: PSY 446 and graduate standing.

PSY 543 Clinical Biopsychology (4 Hrs.)

Organic factors in psychological disorders, general physical diseases manifested as psychological disorders, psychological disorders resulting from drug use (including drugs prescribed for physical disease), and effects and side effects of drugs used in treating psychological disorders. Prerequisite: PSY 446.

PSY 544 Intelligence Testing (4 Hrs.)

Basic administration, scoring and interpretation of intelligence tests such as WISC, WAIS and Stanford-Binet. Prerequisite: PSY 465 and graduate standing.

PSY 545 Personality Assessment (4 Hrs.)

Basic administration, scoring and interpretation of objective and projective personality tests, such as

MMPI, EPPS, Rorschach, TAT and Bender-Gestalt. Prerequisite: PSY 544.

PSY 546 Neuropsychological Assessment (4 Hrs.)
Conceptual framework for assessing brain impairment from psychological tests; basics of clinical neuroanatomy; emphasis upon aphasia. Prerequisites: Graduate standing in psychology, speech pathology or occupational therapy, and PSY 465 and PSY 544.

PSY 550 Seminar in Clinical Interventions (4 Hrs.)
Specially selected topics relevant to the process of clinical intervention. Content varies according to interest and demand. May be repeated without limit, but topics must differ. Prerequisite: PSY 542.

PSY 551 Techniques of Psychotherapy (4 Hrs.)
Systematic examination of major psychotherapeutic techniques essential to human relationships and helping processes. Prerequisites: PSY 542.

PSY 552 Techniques of Group Counseling and Psychotherapy (4 Hrs.)
Systematic examination of divergent theories and techniques for changing interpersonal relations and resolving personal problems through group processes.

PSY 553 Principles and Techniques of Child Therapy (4 Hrs.)
Consideration of recent thinking and research about child therapy. Surveys techniques recommended for treatment of disorders classified as intrapersonal, situational and crisis. Diagnosis of disorders emphasized.

PSY 554 Child Psychopathology and Therapy (4 Hrs.)
Recognition and definition of clinical problems of childhood. Students learn how to disclose clinical results, prescribe treatment approaches and outline theoretical positions based on research findings. Prerequisite: PSY 421, or equivalent.

PSY 555 Play Therapy: Comparative Approaches (4 Hrs.)
Play therapy in treatment of children with severe handicaps, such as transient developmental adjustment difficulties. Examination of divergent theoretical models upon which play therapy is founded.

PSY 556 Eriksonian Approaches to Psychotherapy (4 Hrs.)
Advanced training in theories and techniques of Eriksonian psychotherapy: metaphors, double-binds, paradoxes and experiential learning assignments. Prerequisite: PSY 551.

PSY 557 Group Dynamics and Leadership (4 Hrs.)
Variables influencing group behavior of individuals in groups; analysis of effective leadership styles. Simulations demonstrate group processes and provide practice in specific leadership techniques.

PSY 558 Theories of Family Therapy (4 Hrs.)
Theories and models of family therapy, emphasizing integration of issues relating to family treatment with systems theory. Family therapy issues will be compared across treatment models. Students read extensively in one or more approaches and make class presentations. Prerequisite: CFC 534, or HDC 534, or equivalent.

PSY 559 Advanced Family Therapy (4 Hrs.)
For advanced students interested in specializing in family counseling techniques. Students develop and implement family treatment plans in actual and/or simulated family systems and must be able to articulate at least two major family counseling approaches. Prerequisite: CFC 534, or HDC 534, or equivalent. See CFC 559 and HDC 559.

PSY 560 Independent Study: Directed Readings (4-8 Hrs.)
Intensive study of assigned readings in general psychology, developmental psychology, biopsychology or other approved areas, including completion of a written comprehensive examination. May be repeated without limit, but topics must differ. Prerequisite: PSY 501.

PSY 570 Psychology Field Placement (4 Hrs.)
Placements designed to provide experiential learning opportunities; requires 16-20 hours per week. May be repeated for a total of 12 semester hours.

PSY 580 Practicum in Clinical Psychology (4-8 Hrs.)
Community placement for experiential learning of clinical skills; 16- to 52-week commitment of 16-20 hours per week. May be repeated for a total of 12 semester hours. Prerequisites: PSY 541, PSY 542, PSY 544, PSY 545 and PSY 551.

PSY 589 M.A. Project (4 Hrs.)
Classroom work culminating in an intensive individual project to demonstrate ability to formulate, investigate and analyze a problem and to report on it in writing and orally. Students choose a topic with the advice of the instructor and the student's academic adviser. The project is evaluated by the instructor and the student's graduation committee.

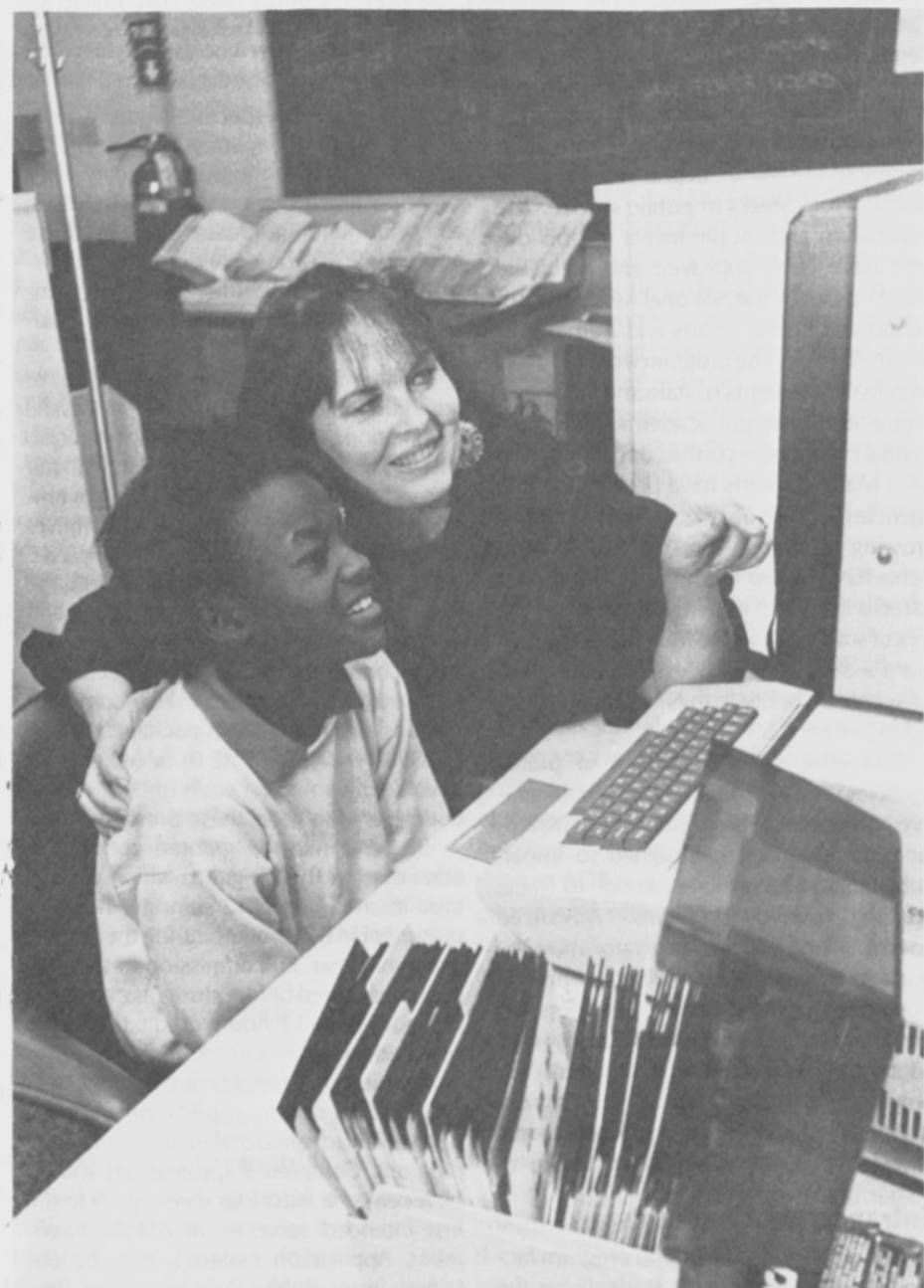
PSY 590 Independent Research in Psychology (2-4 Hrs.)
Study of selected topic by agreement with a member of the psychology program faculty; topics, methods of study and means of evaluation to be negotiated between student and faculty member. May be repeated without limit, but topics must differ.

The following courses may be taken to fulfill several psychology requirements and/or electives. Please consult your adviser.

CFC 369 COPE I

CFC 371 COPE II
CFC 558 Theories of Family Therapy
CFC 581 Adult Development and Aging
HDC 559 Advanced Family Therapy

HDC 560 Clinical Education in Psychoso-
cial Care
SOA 461 Social Psychology: Psychologi-
cal Perspectives



Public Administration

M.P.A. (40 Hrs.)

Faculty — John Collins, Jeanne-Marie Col, Geoffrey Y. Cornog (emeritus), Phillip M. Gregg, Kenneth Oldfield, Randolph P. Kucera, Naomi B. Lynn, Lon Mackelprang, A. Wayne Penn, Ronald Sakolsky, Anthony Sisneros

The public administration program offers professional graduate education leading to the M.P.A. degree and prepares students for careers in public service. The curriculum and requirements for this degree have been approved and meet the standards set by the National Association of Schools of Public Affairs and Administration (NASPAA). The program works actively with many elements of state and local government to integrate academic and experiential components of the educational process. Many students have positions within agencies of Illinois state government; a growing number of pre-professional students have joined them in preparation for careers in public administration. Both the mix of students and the location of the program assist in the process of relating the concepts of theory to the insights of practical experience.

The effective management of public agencies requires a high level of administrative competence; therefore, basic curricular requirements are designed to impart knowledge and skills essential to meet pressing public problems. Advanced course work in the program may be pursued through identified sets of professional development courses or through individually designed programs of study related to particular career goals. Thus, the program allows highly flexible career preparations, while imparting fundamental knowledge and problem-solving skills.

Entrance Requirements

The public administration program faculty reviews and accepts students for the

M.P.A. degree. Prospective students must also complete a separate application for graduate admission to the university.

Applicants must provide transcripts of all prior undergraduate and graduate course work to be considered for admission. International students for whom English is not the native language must, in addition, provide TOEFL scores.

Full admission to the program requires admission to the university and successful completion of *all* of the following prerequisites: (1) one undergraduate political science course in American politics/government; (2) one undergraduate descriptive/inferential statistics course, completed within five years of intended entry into the program; (3) one undergraduate course in microeconomics or a market economics survey course (other than macroeconomics); and (4) competence in one computer spreadsheet applications package, such as LOTUS. A grade of C (2.0) or better must have been earned for each undergraduate course used to meet these prerequisites.

Students may be granted conditional admission to the program, which permits enrollment in up to 12 semester hours of *prescribed* ADP courses during the first full academic year. Full admission to the program is required before students can enroll for more than 12 hours creditable to the M.P.A. degree.

Prospective students are strongly encouraged to obtain application information well in advance of their first term in the program. Completed applications should be received at least four weeks prior to the first intended semester of M.P.A. enrollment. Application materials may be obtained from: Public Administration Pro-

gram, PAC 366, Sangamon State University, Springfield, IL 62794-9243, (217) 786-6310.

Pre-service Students

Students entering the program without significant professional work experience in the public or private sector are encouraged to undertake internships as part of their programs of study. Opportunities for such internships exist in various state and local government agencies within the Springfield area. A student may undertake an internship for up to 20 hours of work per week during the regular academic year. Associated with the internship is an internship seminar (two credit hours) for a maximum of four credit hours applicable toward the M.P.A. degree. Intern seminars are designed to relate the work experience to the career development goals of the student. These seminars are undertaken upon joint agreement of the student and the adviser. Another opportunity for work experience is the Graduate Public Service Internship program.

Grading Policy

Public administration students may apply up to eight credit hours of C work toward the M.P.A. degree, provided that each credit hour of such work is offset by a credit hour of A work earned in a 500-level ADP course. All course work applied toward the M.P.A. under this arrangement must be earned at SSU while the student is enrolled in a graduate program at the university.

Writing Competence

Faculty identify writing deficiencies during courses and refer students to the Learning Center.

Program Requirements

Within the first 20 hours of program study, students are to meet the requirements of the program foundation (12 hours), which surveys the field of public ad-

ministration and those analytical tools prerequisite to advanced study. In addition, students are required to complete eight hours of program core course work covering two functional areas: budget/finance and human resources management.

Advanced Professional Development

Advanced professional development courses concern particular areas of expertise and career opportunities. Twenty hours of elective course work are taken in advanced areas of study; at least 12 hours typically involve public administration courses. Recognizing the diversity of student goals, the program allows students who wish to pursue individualized areas of study to do so in consultation with their advisers. Others may wish to pursue one of the professional development areas of study specifically identified here.

Students pursuing the M.P.A. typically follow one of two advanced professional development patterns. One pattern involves coursework chosen from ADP offerings, often including specialization in fields such as personnel, budgeting, policy analysis/program evaluation, intergovernmental program administration, or organizational change/development. The second pattern involves completing advanced course work in ADP offerings in conjunction with course work offered by other SSU academic programs, such as legal studies (administrative law), mathematical systems (computer science, operations research), environmental studies (environment), accountancy (public financial management), child, family, and community services (social services), or social justice professions (law enforcement, corrections).

The *Public Administration Handbook* contains detailed information concerning the planning of advanced professional development course work.

Master's Project

M.P.A. students complete the university master's project within an approved 500-level ADP course selected in consultation with the program faculty adviser. Approval and certification of successful project completion is made according to established university regulations. Detailed information concerning the master's project is provided in the *Public Administration Handbook*.

Program Foundation

ADP 501 Bureaucratic Politics and Public Policy Development	4 Hrs.
ADP 502 Organization Dynamics	4 Hrs.
ADP 503 Analytical Tools	4 Hrs.
	<u>12 Hrs.</u>

Core Courses

ADP 504 Budget and Finance	4 Hrs.
ADP 505 Human Resource Management	4 Hrs.
	<u>8 Hrs.</u>

Advanced Professional Course work

(See <i>Public Administration Handbook</i> .)	<u>20 Hrs.</u>
Total	40 Hrs.



Course Descriptions

Program Foundation

ADP 501 Bureaucratic Politics and Public Policy Development (4 Hrs.)
Patterns and limits of bureaucratic power in public policy processes. Attention to impact of relationships between agencies, chief executives and legislatures upon exercise of agency policy initiatives. Prerequisite: Introductory course in American politics.

ADP 502 Organization Dynamics (4 Hrs.)
Structure and function of public organizations as socio-technical systems and of related individual, group and leadership processes. Topics include leadership, decisionmaking, group dynamics, motivation, job satisfaction, authority, power, organizational change, communication, conflict, and organization structure and design.

ADP 503 Analytical Tools (4 Hrs.)
Analytical and research tools required by professional public administrators. Topics include access

to research materials, research methodology, analytical decisionmaking tools, multivariate statistics and introduction to advanced statistical techniques. Prerequisites: Lower-division course in probability and statistics and computer spreadsheet applications, or equivalent.

Program Core

ADP 504 Budget and Finance (4 Hrs.)
Budgetary decisionmaking in governmental units. Political, economic and administrative aspects of budgeting are examined. Analysis of budget innovations, such as the PPB system and zero-base budgeting. Prerequisites: Lower-division courses in American politics, computer spreadsheet applications, and microeconomics, or equivalents.

ADP 505 Human Resource Management (4 Hrs.)
Personnel administration in the public sector and administrative problems raised by this important management responsibility. Evaluation of psychological, administrative, political and legal factors affecting management's ability to deal with organization/employee relationships. Examples from federal, state and local governments.

Human Resource Management

ADP 411 Contract Administration (4 Hrs.)
Contract administration with emphasis on interpretation, application and impasse resolution techniques of grievance procedures, mediation and arbitration. See LAR 464.

ADP 412 Demystifying Professionalism (4 Hrs.)
Consideration of definition of professionalism as an ideological question. Conservatives defend traditional model of professionalism; liberals allude to "new professionalism"; radicals call for de-professionalization of society. These differences are explored.

ADP 511 Collective Bargaining (4 Hrs.)
Development and nature of employee organizations, collective bargaining and public policies on labor relations in the public sector — federal, state and local. Analysis of contemporary bargaining relations, procedures, problems and consequences. Prerequisite: ADP 505, or permission of instructor.

ADP 512 Advanced Human Resource Management (4 Hrs.)
Contemporary issues in employee staffing and evaluation, government/employee relations, organizational structure, and innovation and technologies affecting public employment. Topics include images of public service, merit systems, patronage, employee conduct, wage and salary levels, and effects of employee organization. Prerequisite: ADP 505, or equivalent.

ADP 513 Staff Development and Supervision (4 Hrs.)

Training in and background understanding of personnel issues, staff development models and principles of direct supervision. See CFC 544 and HDC 544.

Budget and Finance

ADP 421 Auditing Concepts and Responsibilities (4 Hrs.)

Role of the attest function in society and knowledge of concepts and techniques underlying the audit process. Includes historical evolution of the attest function; professional responsibilities and ethics; auditing standards; legal liabilities; the audit process, reports and opinions. Prerequisites: ACC 323 and ACC 334. See ACC 464.

ADP 522 Budgeting Simulation (4 Hrs.)

Applied study involving construction of a public sector budget, ranging from analysis of demographic data and revenue forecasting to actual presentation of an annual fiscal request/report. Each student is responsible for developing budgets for selected governmental programs. Both political and fiscal control issues are included in the analysis. Appropriate textbook readings accompany each step in the simulation process. Prerequisites: ADP 503 and ADP 504, or permission of instructor.

ADP 524 Capital Budgeting (4 Hrs.)

An overview of how public sector entities finance long-term projects. Includes measurement of governmental debt capacity by tracking trends in major fiscal indicators, such as per capita debt and debt as a percent of general revenue. Other topics include the role of rating agencies in capital expenditure decisions, determining yields to maturity and internal rates of return, cost benefit analysis and recent innovations in bond financing. Prerequisites: ADP 503 and ADP 504, or permission of instructor.

ADP 525 Governmental Accounting for Public Administrators (4 Hrs.)

Introduction to the major concepts, principles and objectives of governmental accounting (including fund accounting) and budgetary control systems for local and state government. The course is specifically designed for M.P.A. and other students with little or no background in accounting.

Analysis/Evaluation

ADP 431 Operations Research Methods (4 Hrs.)

Quantitative methods necessary for analysis, modeling and decisionmaking. Topics include decision theory, linear programming, network analysis, sequencing and scheduling, inventory systems and queuing problems. Prerequisite: MSY 311, or permission of instructor. See MSY 441.

ADP 531 Public Policy Analysis (4 Hrs.)

Functions of policy analysis in political decision-making, including bases for judgment, impact on bargaining, analytical limitations and other issues in design and implementation of policy studies.

ADP 532 Program Analysis and Review (4 Hrs.)

Application of program analysis and review techniques to identify problems and strengths of programs or to suggest alternative courses of action. Prerequisite: ADP 503, or permission of instructor.

ADP 533 Program Evaluation (4 Hrs.)

Goals, methods and techniques of program evaluation in public agencies and implications of program evaluation findings for legislative and executive program planning and implementation. Each student is required to design an evaluation of an organizational program. Prerequisite: ADP 503, or permission of instructor.

ADP 534 Management Information Systems (4 Hrs.)

Systematic study of work organizations and establishment of criteria for information flows. Examination of data sources and uses for information systems for management planning and control in various types of administrative environments. Development of methodology for design and implementation of management information systems.

Organization Development and Change

ADP 441 Workplace Democracy (4 Hrs.)

Origins and recent developments in theory and practice of workplace democracy, both in the United States and in other capitalist as well as communist countries. Exploration of such concepts as worker control, worker self-management and economic democracy. See LAR 462.

ADP 541 Organization Change and Development (4 Hrs.)

Theories and approaches to organizational change, overview of applied methodologies used to further organizational development processes, including action research, team building, job design and career development. Prerequisite: ADP 502, or permission of instructor.

ADP 542 Personal Management Styles (4 Hrs.)

The objective of this course is to understand the basic concepts and theories of management style from the perspective of both employee and supervisor. Participants will assess their management styles by means of self-assessment instruments, simulations and video playback. Prerequisite: ADP 502, or permission of instructor.

ADP 543 Organization and Management in Developing Countries (4 Hrs.)

Administrative issues, practices and requirements in countries or national subunits seeking or experiencing rapid economic and social change, includ-

ing internal and external factors affecting the development process. Focus on project management, technical assistance, work force development, participation and center/periphery relations. Prerequisite: ADP 502, or permission of instructor.

ADP 544 Organization and Management in Legislatures (4 Hrs.)

Application of organization theory and management techniques to specific administrative issues, such as coordination, leadership, consensus building, staff development, budgeting and accountability. The course includes simulations, cases and field research. Prerequisite: ADP 502, or permission of instructor.

ADP 545 Interpersonal Behavior in Organizations (4 Hrs.)

The objective of the course is to understand how interpersonal behavior shapes the organizational experiences of employees and supervisors and thereby determines their effectiveness. This will be accomplished by means of class discussions, case study analysis, films, simulations and video playback. Prerequisite: ADP 502, or permission of instructor.

ADP 546 Management Skills (4 Hrs.)

Specific management skills important to effective operation of public organizations and programs. Prerequisites: ADP 502 and ADP 503, or equivalents.

Public Law

ADP 451 Judicial Administration (4 Hrs.)

Basic concepts and critical issues in judicial administration. Emphasis on Illinois court system structure and functions in comparison with national standards and other court systems. Topics include case-flow management, jury management, records management, personnel administration, judicial rule making, budgeting, planning and research. See LES 421.

ADP 452 Nondiscrimination Laws in Employment (4 Hrs.)

Development and implementation of nondiscrimination laws in employment, including hiring, firing, promotion, terms and conditions, benefits and pay. Focus on protective labor laws, veteran preference, harassment and due process requirements in employment. See LES 449 and WMS 449.

ADP 551 Administrative Law (4 Hrs.)

Legal foundation of administrative powers and limitations; study of delegation of administrative power, administrative discretion, legislative and executive controls and legal restraints; types of administrative action and enforcement, administrative remedies and judicial review of administrative action. See LES 551.

ADP 552 Advanced Legal Research and Writing (2 or 4 Hrs.)

As a class, students select and research in-depth current legal problems and issues. Increased emphasis placed on analytical thinking and writing skills. Students may write legal memoranda, law-related articles and/or draft legislation. Prerequisite: LES 401, or equivalent experience. See LES 578.

Intergovernmental Administration

ADP 461 Community Organizing (4 Hrs.)

Identification of sets of organizing tactics that consistently contribute to successful strategies for social change. Reviews divergent thematic approaches and examines actual case studies to evaluate their validity and effectiveness.

ADP 561 State/Local Program Implementation (4 Hrs.)

Basic concepts and issues of intergovernmental administration. Examines impacts of national policy and state and local government on program implementation. Applications to Illinois programs such as public assistance, health, law enforcement, water supply and urban development.

ADP 562 Seminar in Intergovernmental Administration (4 Hrs.)

Intergovernmental administration concepts used to analyze problems of program coordination confronting public officials. Applications take the form of problem solving and case studies of specific agencies and intergovernmental networks.

Topics/Individual Arrangements

ADP 500 Thesis (1-8 Hrs.)

Credit awarded upon acceptance of thesis.

ADP 590 Topics in Public Administration (2 or 4 Hrs.)

Selected topics announced when offered. May be repeated for indefinite number of credit hours, but particular topics must differ.

ADP 599 Tutorial in Public Administration (1-12 Hrs.)

Internship Seminars

ADP 460 Graduate Public Service Internship Seminar (2 Hrs.)

Topics include critical issues in public service for public policy development processes, functional operations of public agencies and independent research. A maximum of four credit hours may be applied toward the M.P.A. degree.

ADP 480 Public Administration Internship Seminar (2 Hrs.)

Analysis of internship experience. May be repeated for a maximum of four credit hours.

Public Affairs Reporting

M.A. (40 Hrs.)

Faculty — Mary Bohlen, Bill Miller

Associated Faculty — David Everson

The public affairs reporting program is designed for the student who wishes to specialize in news coverage of governmental affairs; a primary goal is for graduates to obtain employment in which they can report or interpret governmental activity for the population at large. The objectives of the year-long program are to graduate men and women who are able not only to understand and interpret public affairs but also to communicate with the clarity, accuracy and speed demanded of deadline reporters of the highest rank. The program directs students to an investigation of the interactions between the news media and society and the news media and government and encourages students to expand the knowledge of such interaction through research and experimentation. Program faculty also expect that each graduate, whatever the skill level upon entering the program, be proficient in reporting, editing and writing upon graduation. The unique nature of the program is derived from the simultaneous pursuit of various goals; none is considered paramount.

Entrance Requirements

The program is open only to students who have completed the baccalaureate degree. Students are selected primarily on the basis of writing ability, interest in government and public affairs, potential for a career in journalism and academic record.

The deadline for filing applications with the program director is April 1. Application forms may be obtained by contacting the program office. Applicants must submit samples of their written work, a narrative statement on why they feel qualified and want to enroll in the program and three ref-

erences. Applicants are required to take a literacy/competency and writing test and are interviewed by the PAR Admissions Committee, comprised of faculty and journalists.

Advising

The program director serves as principal adviser for PAR students, although special advising requests may be referred to other faculty members with particular expertise. After students are accepted into the program, they should contact their adviser for an appointment prior to initial registration.

Grading Policy

PAR students must receive a grade of B or better in any required course to receive credit toward the degree.

Program Requirements

The master of arts in public affairs reporting requires 40 hours of graduate-level course work. In the fall semester, students enroll in two required courses: PAR 501 Advanced Public Affairs Reporting (six hours) and PAR 405 Illinois Government and Politics (four hours). Students choose other courses after consultation with their adviser.

During the spring semester, students begin an internship with an experienced professional journalist covering state government and the Illinois General Assembly. This internship (12 credit hours) includes a weekly seminar. PAR 503 Legislative Issues (two hours) is also required in this semester. After consultation with their adviser, students register for other courses to maintain a full course load.

Students participate in the second phase

of the internship (four credit hours) during the summer term (until July 1). This internship period is considerably more intense, as it coincides with the conclusion of the legislative session. *During the six-month internship, students receive a monthly stipend and tuition waiver.*

Before graduation, students must complete a master's project, including preparation of a formal research paper on some phase of the media, state government or public affairs, followed by development of one or more magazine-length articles or radio/TV documentary programs.

Required Courses

PAR 405 Illinois Government and Politics	4 Hrs.
PAR 501 Advanced Public Affairs Reporting	6 Hrs.
PAR 503 Legislative Issues	2 Hrs.
PAR 504 Internship I	12 Hrs.
PAR 505 Internship II	4 Hrs.
Electives	12 Hrs.
<i>Total</i>	<i>40 Hrs.</i>



Course Descriptions

***PAR 404 Media Law (4 Hrs.)**
Legal privileges and limitations primarily affecting those who work in the media. Includes examination of free press and fair trial, obscenity, libel, right of privacy, access to the media, access for the media, contempt of court and advertising law. See COM 404.

PAR 405 Illinois Government and Politics (4 Hrs.)
Policy-making process as it operates in Illinois. Major topics include constitutional structure, political

culture, role of parties and interest groups, initiation of public policy, legislative process, role of the governor, politics of the budgetary process and implementation of public policy. See POS 405.

***PAR 441 Mass Media — Theory and Practice (2 Hrs.)**
Social effects of the media and how societal changes, in turn, affect the media; new media technologies; and in-depth research study of relationship between media and government. See COM 441.

***PAR 451 Legislative Simulation/ Public Policy (4 Hrs.)**
Public policy making at federal and state levels, utilizing game simulation of legislative action. Includes review of major national and state policy concerns, budgeting and bill drafting.

PAR 501 Advanced Public Affairs Reporting (6 Hrs.)
News writing and reportorial techniques, including investigative reporting, journalism ethics, news analysis and interpretation. Relevant, pertinent and salient news standards are probed, with emphasis on coverage of governmental news. Prerequisite: Admission to the PAR program.

PAR 503 Legislative Issues (2 Hrs.)
In-depth study of key issues before Illinois General Assembly. Offered during spring semester. Prerequisite: Admission to PAR program.

PAR 504 Internship I (12 Hrs.)
Practical experience in reporting public affairs. Each student is assigned to full-time work with an experienced journalist at the State Capitol. Students receive monthly stipend. Weekly seminar. Prerequisite: Admission to PAR program.

PAR 505 Internship II (4 Hrs.)
Continuation of PAR 504, but more intense in conjunction with the windup of the legislative session. Work supervised by media bureau chief and program director. Prerequisite: Admission to PAR program.

**Optional courses for PAR students.*

Public Health

M.P.H. (48 Hrs.)

Faculty — Michael Quam, Margie Williams

Associated Faculty — Malcolm Levin, William Martz, Gary Trammell, James Veselenak

Public health is an essential function of modern society. It is, in the words of the Institute of Medicine, "What we as a society do collectively to assure the conditions in which people can be healthy." Thus, the institutional role of public health is to promote health and well-being and prevent disease, social circumstances or emotional events that reduce the level of healthy functioning.

Health and well-being depend in large part on broader social and cultural elements. One of these is community, within which individuals and groups live out their lives. It is within the community that social and biophysical forces have their most immediate impact on the individual. While forces within the community must be of public health concern, there are larger influences that must be considered. Assuring the public's health at the community level often means affecting policies and actions at the national, or even international, level.

The primary objective of the M.P.H. degree is to prepare graduates as competent public health generalists. Public health professionals must deal with a myriad of issues: access to quality health care, prevention and control of disease, environmental protection, the health needs of special populations, data analysis and evaluation, policy planning and administration, and health promotion. While some positions require specialist training, most demand a strong interdisciplinary foundation for practice.

Courses in the basic areas of epidemiology, biostatistics, public health systems (administration, management, planning, policy and research), environmental health sciences, and social and behavioral sciences

will enable students to understand the various factors that affect the health of a community, the components that comprise public health services delivery systems (cost, planning and administration), and how to identify and measure community health needs. While the program's required courses provide the generalist background needed by all students, the elective courses allow students to concentrate on a particular aspect of public health.

Entrance Requirements

Beyond meeting the university's admission requirements, applicants to the M.P.H. program must complete a program application specifying professional goals and identifying past academic work and/or employment related to these goals.

Applicants must have earned an overall GPA of 3.0 (4 point scale) for previous academic work, although conditional admission is possible for those with extensive public health experience whose undergraduate GPA is below 3.0. To be fully admitted, students must have a 3.0 GPA at the end of their first 12 semester hours of study.

Undergraduate work should include at least three semester hours of biology. Courses in physiology, chemistry and statistics are desirable, but students lacking this background will be provided study materials by the program.

Applicants must submit three letters of recommendation from employers, peers or educators. The final step in the process is an interview with a program admissions committee member.

Applicants who have met all university and program requirements will receive a

formal acceptance from the M.P.H. program. Students must be fully admitted to the program by the completion of 12 semester hours of M.P.H. course work.

Advising

Advising in the public health program provides an individual approach to the academic and professional development of each student. Upon admission to the program, each student is assigned a temporary adviser for assistance with academic planning; thereafter, students may choose an adviser from the M.P.H. program or associated faculty. The adviser also serves as chairperson of a student's thesis or project committee.

Grading

A maximum of eight hours of C grades in elective courses is applicable to the degree, provided each hour of C is balanced by an hour of A. Students must earn a grade of B or above in all core courses.

Program Requirements

The master's degree in public health requires that students complete 48 semester hours of course work, 32 hours of which are required core courses (including a four-hour internship). Eight of the required 12 hours of electives must be in a specific area of study, either within or outside the program. Students should consult with their adviser before registering for elective hours.

The closure experience may be either a thesis (8 hours) or a clinical project (4 hours). Students must have adviser approval prior to registering for either MPH 582 Clinical Project or MPH 590 Thesis.

Students with extensive experience may use the credit for prior learning program to evaluate previous experiential learning.

Required Core Courses

MPH 402 Biometrics	3 Hrs.
MPH 501 Foundations of Public Health	4 Hrs.
MPH 506 Community Health Research Methods	2 Hrs.

MPH 511 Foundations of Epidemiology	4 Hrs.
MPH 521 Environmental and Occupational Health	4 Hrs.
MPH 531 Public Health Policy	2 Hrs.
MPH 545 Medical Sociology	4 Hrs.
MPH 551 Public Health Administration	4 Hrs.
MPH 565 Professional Seminar	1 Hr.
MPH 581 Internship	4 Hrs.
Approved Electives	8-12 Hrs.
MPH 582 Clinical Project or	4 Hrs.
MPH 590 Thesis	8 Hrs.
Total	48 Hrs.



Course Descriptions

MPH 402 Biometrics (3 Hrs.)
Presents the fundamentals of biostatistical theory and application; aimed at developing competence in the use of statistics in the health sciences. Includes descriptive statistics, probability distributions, hypothesis testing, inference and estimation as applied to the most commonly used techniques in parametric and nonparametric statistical methods.

MPH 445 Cross-Cultural Perspectives on Health (4 Hrs.)
Relationships between health and human culture, including health of prehistoric humanity, traditional and non-Western medical systems and how they heal, and problems faced by health-care professionals as they provide care to cultural and ethnic groups from various healing traditions. See HSA 465 and SOA 445.

MPH 501 Foundations of Public Health (4 Hrs.)
Surveys the public health system in the United States (and other countries). Designed to acquaint beginning MPH students with the key components of the public health system and how they relate to health promotion/protection and disease.

MPH 506 Community Health Research Methods (2 Hrs.)
Methods and protocols for conducting, analyzing and evaluating community health studies; concepts and procedures relevant to needs assessment and analysis are emphasized. Prerequisites: MPH 402, MPH 501 and MPH 511.

MPH 511 Foundations of Epidemiology (4 Hrs.)
Introduction to epidemiological concepts and methods; considers the meaning and scope of epidemiology and the uses of morbidity, mortality and other vital statistics data in the scientific appraisal of community health.

MPH 512 Applied Epidemiology (2 Hrs.)

Practical applications of epidemiological concepts and methods in community health work; special emphasis on techniques of disease surveillance. Prerequisite: MPH 511.

MPH 513 Environmental Epidemiology (4 Hrs.)

History, principles and uses of epidemiology for understanding and control of health and disease in relation to humans' environment. Prerequisite: MPH 511.

MPH 518 Seminar in Epidemiology (2 Hrs.)

Current topics in epidemiology examined through group discussions, individual/group research papers and student presentations. Prerequisite: MPH 511.

MPH 521 Environmental and Occupational Health (4 Hrs.)

Recognition, analysis and control of major environmental and occupational diseases and issues. Issues of policy, law, economics, politics and liability as they relate to environmental and occupational health. Prerequisites: MPH 402, MPH 501 and MPH 511.

MPH 531 Public Health Policy (2 Hrs.)

Examines policy development in public health, its relation to the scientific fields that provide a foundation for policy, the political and economic factors that generate policy issues and the forces that constrain the decisionmaking process. Prerequisites: MPH 501 and MPH 511.

MPH 538 Seminar in Public Health Policy (2 Hrs.)

History and current status of major policy areas in public health examined through group discussions, individual/group research papers and student presentations. Prerequisite: MPH 531.

MPH 545 Medical Sociology (4 Hrs.)

Medical sociological framework for analyzing and understanding the health status of American society; social structure and social value; special issues in health and medical care; various models of health; life-styles and impact on health. Prerequisite:

site: MPH 501. See HSA 545 and SOA 545.

MPH 551 Public Health Administration (4 Hrs.)

Considers contemporary public health issues, the role of the public health manager and fundamentals of public health program development, implementation and evaluation. Application of management theory and skills to the administration of public health programs and facilities. Prerequisite: MPH 501.

MPH 561 Community Health Education (2 Hrs.)

Theoretical foundations of health education; skills required to communicate effectively with various audiences in the community. Prerequisite: MPH 501.

MPH 565 Professional Seminar (1 Hr.)

Discusses current topics (issues) important to public health in America. Prerequisite: Completion of at least 12 hours of core courses.

MPH 581 Internship (4 Hrs.)

Under faculty guidance, students are placed in a public health setting relevant to their specific needs and interests. Experiences may focus on research, planning or administrative activities in the delivery of health services. Prerequisite: Completion of at least 24 hours of core courses.

MPH 582 Clinical Project (4 Hrs.)

Classroom work culminating in an individual project to demonstrate ability to formulate, investigate and analyze a problem in a practice setting. Students choose a topic with the advice of their academic adviser. The project is evaluated by the instructor and the student's graduation committee.

MPH 590 Thesis (8 Hrs.)

Graduate study of a specific topic in public health utilizing accepted research methods and procedures. Topics must be approved in advance by the graduation committee. Formal written thesis must be accepted by graduation committee and defended before program faculty. Course may be repeated, but only eight hours may be used to satisfy degree requirements.

Social Justice Professions

B.A. (60 Hrs.)

Faculty — Steven A. Egger, Barbara J. Hayler, Thomas Hughes, Rose Johnson, S. Burkett Milner

Associated Faculty — Regan G. Smith

Adjunct Faculty — Patrick J. Hughes Jr., Laimutis A. Nargelenas

The social justice professions program is designed to meet both the needs of students interested in studying the American system for administering justice and the needs of those who are pursuing professional careers in public and private social service or criminal justice agencies. The program seeks to provide all students with an understanding of the multiple functions of the criminal justice system and related social service agencies, to present a variety of perspectives on the purposes and activities of criminal justice agencies and to place criminal and social justice professions within a broad societal context.

The SJP curriculum is interdisciplinary, drawing on a variety of liberal arts and professional areas of expertise. Students entering the program take a core curriculum that allows them to become familiar with a broad range of perspectives, methods and content areas in the social justice field. Because of the program's flexible structure, students are able to pursue individual interests within the SJP curriculum.

Students are also encouraged to pursue electives outside the social justice offerings as part of their degree. SJP majors may use their general electives to obtain a minor or to develop an interdisciplinary specialization in consultation with their advisers.

Graduate students pursuing a degree in another program, such as legal studies, public administration, child, family, and community services or individual option, may wish to incorporate advanced SJP courses in their programs of study. Students are en-

couraged to consult with their major adviser and the social justice professions program regarding this opportunity.

Entrance Requirements

Majors are required to have had six hours of lower-division criminal justice classes. Students not meeting this requirement must enroll in SJP 301 Fundamentals of Criminal Justice during their first semester at the university and must take one additional SJP elective beyond the core requirements prior to graduation.

In addition, applicants are required to have taken nine hours of social/behavioral science courses. Students not meeting this requirement may take these hours at the university, but only one course may be counted toward the upper-division hours required to graduate.

Advising

Because the social justice professions program has established prerequisites for some of its required courses, students should consult with an adviser prior to registration. New students should contact the SJP program office for an advising appointment. All students should contact advisers regularly to ensure that their studies meet individual educational objectives.

Communication Skills

All social justice professions majors are required to complete assignments to assess reading and writing skills during their first semester. The results of these assessments will be made available to students through

their advisers and will be used to guide students in planning their schedules and work loads.

Each student is required to prepare an application for the certification of communication skills, made up of written work prepared in at least two different SJP courses in two different semesters. At least one of these courses must be a SJP core course. This application must be submitted by full-time students before the end of the second semester and by part-time students before completing 30 semester hours of upper-division classes. The application will be assessed by the program faculty as a whole. Students who are not certified at this time will be required to complete a skill-development program that may include course work for which degree credit is not granted.

University Requirements

Students are required to complete a minimum of 12 semester hours of university requirements in the areas of liberal studies colloquia, public affairs colloquia and applied study. These hours must include at least four (4) hours in each of at least two (2) of these areas.

The SJP program requires that all majors complete eight semester hours of applied study term and four semester hours of public affairs or liberal studies colloquia. The AST is an integral part of the social justice professions degree, and field experiences related to classes, clinical experiences or on-the-job experiences are valued highly. In consultation with their adviser and the AST office, majors may select from a variety of challenging experiences. Applied study term experiences have been designed around most aspects of the criminal justice system, including state and local law enforcement agencies, the state's attorney's office, presentence investigations, probation supervision, corrections counseling and victim compensation programs. One distinct advantage of the program is the opportunity to work with the many state agen-

cies and criminal justice training academies that are headquartered in Springfield. Students with special circumstances may petition the program to waive some or all of the AST requirement and to substitute classes in the other two required areas. Student petition forms for this purpose are available from the student's adviser.

Program Requirements

The bachelor of arts in social justice professions requires 60 upper-division semester hours. Students are expected to satisfy all program requirements. Students seeking to substitute equivalent courses for specific required courses must make a formal request using a university student petition form. While a student's adviser may be helpful in identifying equivalent courses, only the program committee has authority to approve substitutions.

SJP Core Courses	22 Hrs.
SJP Electives	8 Hrs.
General Electives	18 Hrs.
(at least eight hours must be non-SJP courses)	

University Requirements

Public Affairs/Liberal Studies	
Colloquia	4 Hrs.
Applied Study Term	8 Hrs.
Total	60 Hrs.

There are 22 hours of core courses required of all students unless equivalencies are approved by program faculty. Course work in the core courses is distributed as follows:

SJP 309 Administration of Justice	4 Hrs.
SJP 311 Law and Legal Processes	4 Hrs.
SJP 312 Policing in America or	
SJP 313 Correctional Systems	4 Hrs.
SJP 401 Using the Computer	2 Hrs.
SJP 421 Criminology Theories	4 Hrs.
SJP 440 Research Methods in Social Justice	4 Hrs.

Social Justice Professions Minor

To earn a minor in social justice professions, students must complete a minimum of 16 semester hours, at least 12 hours of which must be upper-division course work taken at Sangamon State University. Students who have completed at least six semester hours of criminal justice course work at the lower-division level must take SJP 309 Administration of Justice as a core course. Those students with no prior criminal justice course work must complete SJP 301 Fundamentals of Criminal Justice as the core course.

In addition to the core courses all students are required to complete two of the following courses: SJP 309 Administration of Justice, SJP 311 Law and Legal Processes, SJP 312 Policing in America and SJP 313 Correctional Systems. Students who take SJP 309 to meet the core requirement must take two other courses to meet the requirement for the minor. A four-hour SJP elective is also required. Upper-division course work to satisfy the elective requirement may be accepted as transfer credit with program approval.

Any student wishing to declare an SJP minor must first meet with a program faculty member to discuss requirements.



Course Descriptions

Core Courses

SJP 309 Administration of Justice (4 Hrs.)

Underlying principles and processes of the criminal justice system, with emphasis on the interdependence of law enforcement, prosecution, courts and corrections. Relationship between criminal justice agencies and social groups and communities.

SJP 311 Law and Legal Processes (4 Hrs.)

Analysis of legal issues and policies in social justice, including court authority and organization, criminal law and procedure, legal rights and responsibilities of social justice personnel, and the provision of social services. Constitutional limits on law and police powers in the U.S. Prerequisite: Enrollment in or completion of SJP 301, or six hours of lower-division criminal justice course work.

SJP 312 Policing in America (4 Hrs.)

Critical analysis of the role and function of American law enforcement. Consideration of the police role in a democratic society, historical development and heritage of policing, organizational models and methods of service delivery, theories of patrol and investigation, occupational socialization of police, ethical dilemmas for police. Prerequisite: Enrollment in or completion of SJP 301 or SJP 309.

SJP 313 Correctional Systems (4 Hrs.)

Foundations and development of adult and juvenile correctional systems. Organization and operation of jails, prisons and community-based programs. Corrections issues include pre-trial diversion, social control, alternatives to incarceration, post-release issues and the study of inmate and correctional officer cultures. Prerequisite: Enrollment in or completion of SJP 301 or SJP 309.

SJP 401 Using the Computer (2 Hrs.)

Personal computers and applications software in word processing, data base management and spreadsheets and their use in the social justice professions. No previous computer courses required.

SJP 421 Criminology Theories (4 Hrs.)

Classical and modern theories of crime; social and economic factors in criminal behavior, crime formation and control; exploration of the justice system; evaluation of treatment of offenders. All elements of criminology viewed critically. See SOA 421.

SJP 440 Research Methods in Social Justice (4 Hrs.)

Problem definition, proposal writing, designing studies, information gathering and data interpretation. Attention given to research design, sampling techniques, interviewing, questionnaire or survey instrumentation and observation-participation techniques. May be repeated for maximum of eight hours with permission of instructor. Prerequisite: SJP 401 and completion of general education math requirement.

Electives

SJP 301 Fundamentals of Criminal Justice (4 Hrs.)

Crime and justice in the United States. Purposes and activities of the major institutional components of the criminal and juvenile justice systems. Historical background and contemporary development of social justice. Selected policy issues and their value implications, including legal problems and responsibilities likely to be faced by citizens. Intended for students with little or no college-level work in criminal justice; open to SJP majors with permission of instructor only.

SJP 321 Juvenile Delinquency (4 Hrs.)
Theoretical explanations of juvenile delinquency, with critical view of their value in the field, followed by practical and analytical view of juvenile justice systems in operation. See SOA 321.

SJP 324 Problems of Intervention: Law Enforcement and Human Services (4 Hrs.)
Responsibilities of community members and social justice professionals, including those in helping agencies, in dealing with persons under stress, intervention situations involving marriage and family problems, alcoholism and suicide, child neglect and abuse, truancy and advocacy.

SJP 326 Criminal Justice and Social Communities (4 Hrs.)
Moral and ethical issues in the use of legal and police powers and provision of justice services to the community. Dynamics of interaction between social justice professionals and communities with varied demographics, economics and values. Focus on development of skills needed to respond effectively to community and client demands.

SJP 336 Justice and Juveniles (4 Hrs.)
Children in families and in community institutions and their interaction with the juvenile justice system, including the range of programs and institutions concerned with child abuse and neglect, minors in need of authoritative intervention and criminal offenses committed by juveniles. Attention to both theory and practice.

SJP 409 Criminal Justice Policy Analysis (4 Hrs.)
Intensive examination of contemporary problems and policies in the criminal justice system, impact of law on administration of justice, implications of existing policies and models for change.

SJP 417 Criminal Law and Procedure (4 Hrs.)
Criminal procedure at the state and federal levels through case law and policy studies. Constitutional requirements and statutory provisions. See LES 477.

SJP 418 Substantive Criminal Law (4 Hrs.)
Selected aspects of criminal law and policy with particular emphasis on Illinois criminal code. Topics include legal elements of crime, analysis of specific crimes and categories of crime, criminal responsibility, criminal defenses. See LES 478.

SJP 419 Judicial Process (4 Hrs.)
Social science literature on judicial process in the United States with emphasis on Illinois. Major topics include legal culture, court structure, litigation, legal profession, trial and appellate courts, impact and compliance, and criticisms of the process. See LES 411 and POS 417.

SJP 422 Violence Against Women and Children (4 Hrs.)
Examines the two most common crimes against women and children: sexual assault and abuse and

domestic violence. Includes analysis of research documenting the frequency of these assaults, their legal definition and treatment, legal and social service responses, the nature of the offender, victim services and treatment, and local community resources. See WMS 422.

SJP 424 Juvenile Detention (4 Hrs.)
In-depth analysis of a specific type of juvenile justice institution in juvenile corrections. Examines the history, philosophy and present overall situation in juvenile detention. Provides students with an opportunity to utilize a local institution to develop treatment and programming skills through field experience and clinical observation. Prerequisite: SJP 313, or permission of instructor.

SJP 425 Counseling (4 Hrs.)
Counseling as a model helping relationship and its potential for social justice professions personnel. Includes techniques, theoretical concepts of counseling relationships and strategies, basic interviewing skills, the role of the helper and components of personal change.

SJP 426 Perspectives on Human Assessment (4 Hrs.)
Assessment tools and techniques used by professionals within the several components of social justice professions — law enforcement, courts and probation, corrections and parole — and their functional values. Current personnel practices in personality assessment explored.

SJP 428 Juvenile Law (2 Hrs.)
Laws and legal practices governing children and youth, particularly those from poor families who need assistance, wards of the courts and juvenile offenders. Rights of children, youth services available, and institutional practices and laws governing these. Direct observation of systems and practices involving children and youth, both nonoffenders and offenders of the law. See LES 448.

SJP 431 Correctional Policies and Practice (4 Hrs.)
Analyzes policies and value questions in correctional situations, decisionmaking in sentencing and classification. Includes procedures and routine practices in correctional institutions but focuses on community-based programs with an emphasis on creative diversion. Extensive analysis of probation and parole and of the implications of current policies and practice for the correctional practitioner in the immediate future.

SJP 433 Psychology of the Offender (4 Hrs.)
Psychological makeup and individual characteristics of various offenders, such as murderers or sex offenders, who can be described as "acting out" some part of their problems at the expense of others. Case study approach used throughout.

SJP 438 Organized Criminal Activity (4 Hrs.)

Organized criminal activity is a complex social problem that affects all persons. Types of organized criminal activities are identified and the social, political and economic effects of these activities explored. Examines the role of social justice practitioners in combating this problem.

SJP 442 Law Enforcement Administration and Management (4 Hrs.)

Examines major elements of law enforcement administration and management. Special attention is given to organizational theory compared to the "real world" of law enforcement organizations. Readings taken from administration and management research and organizational theory. Prerequisite: SJP 312.

SJP 446 Comparative Criminal Justice Systems (4 Hrs.)

Comparative analysis of justice systems throughout the world, including the U.S. system. Comparative components include policing, prosecution, criminal courts and correctional institutions. Similar issues across international boundaries will be examined in a nonjudgmental context. Prerequisite: SJP 301, or SJP 309.

SJP 451 Investigative Concepts and Analysis (4 Hrs.)

Organizational and logical components of investigation as they relate to policy formulation and decisionmaking in specific situations. Definition and analysis of fact finding problems in various settings, including criminal incidents, security of people, buildings and situations, sentencing decisions, per-

sonnel selection, issue identification.

SJP 455 Security Administration (4 Hrs.)

Development of security programs with a survey of principles, procedures and techniques employed by protective services practitioners. Includes historical, philosophical and managerial considerations using industrial, commercial and governmental models.

SJP 462 Future of Crime and Justice (4 Hrs.)

Overview of the principles, premises and priorities of futures research. Examines alternative scenarios of society and their implications for law enforcement, criminal courts and correctional strategies. Provides students with awareness of the significance of major historic societal changes and their impact on crime and criminal justice.

SJP 470 Special Topics (2 or 4 Hrs.)

Selected topics of special interest to the social justice field. Topics vary from semester to semester. May be repeated, but topics must vary.

SJP 490 Social Justice Problems and Research (2 or 4 Hrs.)

Structured group study of special topics not offered in the regular curriculum. Small groups of students may arrange for special courses on otherwise unavailable topics.

SJP 499 Tutorial (1-4 Hrs.)

Independent study on selected topics by agreement with a member of the social justice professions faculty. Topics, methods of study and means of evaluation to be negotiated between student and faculty member.



Sociology / Anthropology

B.A. (60 Hrs.)

Faculty — Proshanta K. Nandi, Michael D. Quam, Regan G. Smith, James W. Stuart

Associated Faculty — Steven Egger, S. Burkett Milner, Rosamond Robbert

Adjunct Faculty — Lee Ross, John White

The sociology/anthropology program is designed to foster intellectual understanding and insight into the issues and problems of today's world, with special emphasis on the experiences and perspectives of women and of people from other cultures. Majors develop skills and knowledge in critical reading and writing, research methodology, evaluation of competing theories, prehistory and human evolution, actual and potential uses of work in sociology and anthropology and ethics of professional inquiry and reporting.

Students entering the program take a core of courses that offers a perspective common to the disciplines of sociology and anthropology. In addition, they are given the opportunity to pursue individual interests in either sociology or anthropology, depending upon preference.

Entrance Requirements

The sociology/anthropology program has no specific entrance requirements beyond admission to the university.

Advising

University policy requires each student to have an adviser. Students are strongly urged to choose an adviser at the time they declare their major in the sociology/anthropology program. Students are encouraged to consult with their adviser concerning program requirements and individual goals. Program faculty assist students in designing strong, individualized academic programs.

Communication Skills

Entering sociology/anthropology majors must complete assessment tests in

reading, writing and quantitative reasoning administered by the university's Office of Student Assessment to undergraduates. In addition, students must complete a discipline-based writing assessment in either SOA 302 Understanding Other Cultures or SOA 304 Origins of Humanity and Society during their first semester of study. The results of all assessments will be forwarded to the student's adviser, who will confer with the student during his/her second semester of study and develop a positive program to enhance each individual's abilities and academic development.

The program faculty will assess students' acquisition of discipline knowledge during their course of study through review of a paper produced in a course taken during the student's final semester. Ideally, this should be a paper from a theory course (SOA 404 Seminar in Anthropological Theory or SOA 405 Discovery of Social Theorists). All SOA majors will also complete the university assessment program's tests of graduating students.

Because the program values communication skills so highly and views them as necessary components of well educated sociologists and anthropologists, the program works diligently with its majors to ensure that each effectively possesses these qualities at graduation.

University Requirements

Students are required to complete a minimum of 12 semester hours of university requirements in the areas of liberal studies colloquia, public affairs colloquia and applied study. These hours must include at least four (4) hours in each of at least two (2)

of these areas.

The applied study term is an excellent opportunity for the individual student to gain experience related to the sociology/anthropology degree and may also be valuable later in the job search. AST possibilities include applied research, social action projects and personal enrichment experiences.

Program Requirements

Both sociological and anthropological perspectives contribute significantly, yet differently, to the study of human behavior. While individual students may choose to concentrate electives in either discipline, all SOA majors are required to be familiar with the basic approaches and insights of both disciplines. Further, all students become familiar with the basic theoretical issues surrounding the study of social life and acquire the skills necessary to carry out small-scale research.

The core of 20 hours, plus eight hours of program electives, constitutes specific program requirements. In addition, all students must meet general university requirements.

Program Requirements

SOA 302 Understanding Other Cultures	4 Hrs.
SOA 304 Origins of Humanity and Society	4 Hrs.
SOA 461 Social Psychology	4 Hrs.
SOA 404, 405 or 407 Anthropological or Sociological Theory	4 Hrs.
SOA 411 Social Research Methods	4 Hrs.
Sociology/Anthropology Electives	8 Hrs.
Total	28 Hrs.
University Requirements	12 Hrs.
General Electives	20 Hrs.
Total	60 Hrs.

Anthropology Minor

To earn a minor in anthropology, students must complete a minimum of 16 semester hours, at least eight of which must be upper-division course work taken at San-

gamon State University. There are no prerequisites for this minor but the program faculty recommend that students have completed at least one course in anthropology and one in biology at the lower-division level.

Core courses include SOA 302 Understanding Other Cultures and SOA 304 Origins of Humanity and Society. Lower-division course work may be used to satisfy SOA 302 and/or SOA 304, when appropriate, but the hours must be replaced with upper-division elective courses. Eight hours of anthropology content courses in the SOA curriculum are also required.

Students should contact the program office to discuss their plans with a faculty member. Students may choose or be assigned an adviser from among the anthropologists on the faculty.

Sociology Minor

To earn a minor in sociology, students must complete a minimum of 16 semester hours, at least eight hours of which must be upper-division course work taken at San- gamon State University. No prerequisites are required, but faculty recommend that students have completed an introductory sociology course at the lower-division level. A maximum of eight hours of upper-division course work may be accepted as transfer credit.

Core courses for the sociology minor include SOA 405 Discovery of Social Theorists and SOA 411 Social Research Methods. Eight hours of sociology content courses in the SOA curriculum are also required.

Students should contact the program office to discuss their plans with a faculty member. Students may choose or be assigned an adviser from among the sociologists on the faculty.



Course Descriptions

SOA 302 Understanding Other Cultures (4 Hrs.)
Anthropological exploration of the variety of ways

humans in different cultures secure their livelihood, govern themselves, form families and other social groups, and interpret the world of their experience.

SOA 303 Anthropology Through Film (4 Hrs.)
Presents major topics and current controversies in anthropology through ethnographic films, readings and group discussions. Designed for students with little or no previous experience in anthropology. Not open to SOA majors.

SOA 304 Origins of Humanity and Society (4 Hrs.)
Human biological and cultural evolution from the earliest human ancestors to the origins of agriculture and civilization. Emphasis on major factors that have shaped humanity: hominid evolution, origins of human societies, origins of agriculture, birth of cities and development of the state.

SOA 321 Juvenile Delinquency (4 Hrs.)
Theoretical explanations of juvenile delinquency, with critical view of their value in the field, followed by practical and analytical view of juvenile justice systems in operation. See SJP 321.

SOA 325 Social Dimensions of Illness (4 Hrs.)
Nonclinical background to the nature of illness and disease. Understanding and application of epidemiological terminology, biostatistics of disease and epidemiological factors relating to major acute and chronic diseases in contemporary America. Background in basic statistics required. See HSA 325.

SOA 404 Seminar in Anthropological Theory (4 Hrs.)
Development of anthropological theory from the 19th to the mid-20th century. Seminar format emphasizes critical reading of original works and student presentations. Prerequisite: SOA 302.

SOA 405 Discovery of Social Theorists (4 Hrs.)
In-depth study of classical social theorists (Marx, Weber, Durkheim, Mead) and their answer(s) to the central question of sociology, "Where does order come from?"

SOA 407 Modern Social Theory (4 Hrs.)
Inquiry into philosophical and ideological foundations of contemporary social theories. Possible directions for the future of social theory considered.

SOA 408 Feminist Theories (4 Hrs.)
Various feminist theories, including liberal, radical, socialist and anarchist, as well as perspectives of lesbian women and women of color. Stresses differences between feminist and traditional political analysis, as well as relations between theory and action. See WMS 411 and PHI 411.

SOA 409 Marxism and Critical Theory (4 Hrs.)
Basic ideas and concepts in recent European Marxist philosophy and critical theory. Emphasis on dialectic method and its use in analyzing Western capitalism. See LAR 419.

SOA 411 Social Research Methods (4 Hrs.)
First-hand experience carrying out small-scale research projects in areas of personal interest. Ethics in social research, formulating research questions, survey and experimental design, interviewing, sampling, direct observation, content analysis, evaluation research and critiques of social science methods. See CFC 411.

SOA 416 Library Research (2 Hrs.)
Search strategies as they relate to structure and literature of individual disciplines. Covers sources of information, complexities of forms and formats, content of collections in various types of libraries and appropriate access tools. (Either SOA 416 or SOA 417, but not both, may be taken for program credit.)

SOA 417 Library Research on Women: Interdisciplinary Resources (4 Hrs.)
Library search skills and special material, documents, collections and archives for interdisciplinary library research on women. Recommended as a companion to other courses involving library research projects. See WMS 402.

SOA 421 Criminology Theories (4 Hrs.)
Classical and modern theories of crime; social and economic factors in criminal behavior, crime formation and control; exploration of the justice system; evaluation of treatment of offenders. All elements of criminology viewed critically. See SJP 421.

SOA 423 Sociology of Being Different: "Deviant Behavior" (4 Hrs.)
In-depth look at issues in sociology of deviance and social control, including topics such as life-styles, extremism, lawbreakers and social capacity to handle deviance. Labeling theory approach.

SOA 425 Law and Social Order (4 Hrs.)
Nature and functions of law in general, given the economic and political organization of American society. Law and the legal system viewed from a critical perspective, including relationship between the legal system and justice, fairness and equality. Particular emphasis on issues of inequality involving race, class and gender. See LES 404, POS 421 and WMS 445.

SOA 431 Sociology of Organizations (4 Hrs.)
Organizations — formal and informal; social organization and crowd concepts; roles, norms, structures; methodology for studying organizational behavior; critical evaluation of organization theories; alienation; organization vs. personality.

SOA 432 Sociology of Families (4 Hrs.)
Contemporary U.S. families in historical and cross-cultural contexts. Emphasizes varied family forms, work/family roles, political and policy questions, and selected public issues such as heterosexuality, inequality and abuse. See CFC 432 and WMS 432.

SOA 435 Sociology of Professions (4 Hrs.)

Professionalism as a characteristic of modern economic and industrial complexes; social and technological preconditions; occupation-profession continuum; attributes; barriers and strategies; professional controls, professional ideology and sociological theory; and professionals and the socio-political environment.

SOA 443 Food and Culture (4 Hrs.)

Study of food and human cultures from prehistoric times to the present and from diets of tribal peoples to those in industrialized nations. Covers nutritional needs, nutrient content of foods, ethnic foods, vegetarianism, cannibalism, etc.

SOA 444 Sociological Perspectives on Aging (4 Hrs.)

Aging in socio-cultural context; status and roles of the aged; study of cultural meanings, social relations and social services in regard to family, community and society; workplace, retirement and thereafter.

SOA 445 Cross Cultural Perspectives on Health (4 Hrs.)

Relationships between health and human culture, including health of prehistoric humanity, traditional and non-Western medical systems and how they heal, and problems faced by health-care professionals as they provide care to cultural and ethnic groups from various healing traditions. See HSA 465 and MPH 445.

SOA 451 Social Psychology of Women (4 Hrs.)

Empirical research and phenomenological descriptions of five key areas of female psychology: biology, personality, social roles, sexuality and mental health. Special emphasis on power differentials between the sexes as they relate to achievement, self-esteem and identity formation. See PSY 435 and WMS 451.

SOA 452 Sociology of Gender (4 Hrs.)

Analysis of creation, maintenance and enforcement of female and male roles. Socialization processes, cultural definitions, major social institutions and structured social inequality. See WMS 452.

SOA 453 Women Across Cultures (4 Hrs.)

Interdisciplinary analysis of the status and condition of women in cross-cultural perspective. Explores how women are changing their familial, economic, social and policy roles. Emphasis on Third World. See WMS 453.

SOA 454 Family Law (4 Hrs.)

Law that affects the family. Topics include divorce, domestic violence, illegitimacy, adoption, child support and custody, parental control, abuse and neglect laws, issues affecting the elderly, domestic law reform and the impact of the women's rights movement. See HDC 446, CFC 446, LES 446, WMS 446.

SOA 456 Human Sexuality (4 Hrs.)

Knowledge and values concerning issues of human sexuality, with emphasis on sociological content, personal growth and professional development. Format includes lectures, film presentations and small-group discussions. See CFC 456, HDC 456 and WMS 456.

SOA 461 Social Psychology: Sociological Perspectives (4 Hrs.)

Overview of the history of social psychology and such problems as socialization, role, perception, belief systems, stereotyping and group dynamics. Issues in sociology of knowledge, theoretical orientations in social psychology and symbolic interaction as a framework for possible eclectic theory also considered.

SOA 463 Death, Dying and Bereavement (4 Hrs.)

Considers social structures, attitudes, beliefs and values about death, dying and bereavement in contemporary American society as well as in other societies and other time periods. Medical, legal, religious and psychological issues of death, dying and bereavement also considered. Not recommended for persons recently bereaved. See GER 463.

SOA 464 Collective Behavior (4 Hrs.)

Mass behavior, social movements and political actions. Special reference to mob, expressive crowd, panic, rumor, fashions and fad, public audience and mass society; social-psychological explanations; means of control.

SOA 466 Sociology of Mental Illness (4 Hrs.)

"Mental illness" in a sociological perspective. Distribution (epidemiology) and causal (etiology) studies; ways society deals with "mentally ill"; places people are detained; social organization and legal aspects of treatment and confinement of individuals; treatment strategies offering viable alternatives to present therapeutic structuring.

SOA 480 Peoples of... (4 Hrs.)

Peoples and cultures of major world areas, for example, "Peoples of Africa," "Peoples of Mexico," "Peoples of South East Asia," etc. May be repeated for credit, but topic must vary.

SOA 481 North American Indians: Culture and Ecology (4 Hrs.)

North American Indians as they were just prior to contact with Euro-Americans. Emphasizes relationships between various cultures and their environmental settings.

SOA 486 Peasant Society (4 Hrs.)

Examines the lives and social and economic organization of peasants, the majority of the world's rural population. Origins of peasantry, peasant subsistence, development of peasant communities and future prospects for peasant society.

**SOA 490 Issues in Sociology/
Anthropology**

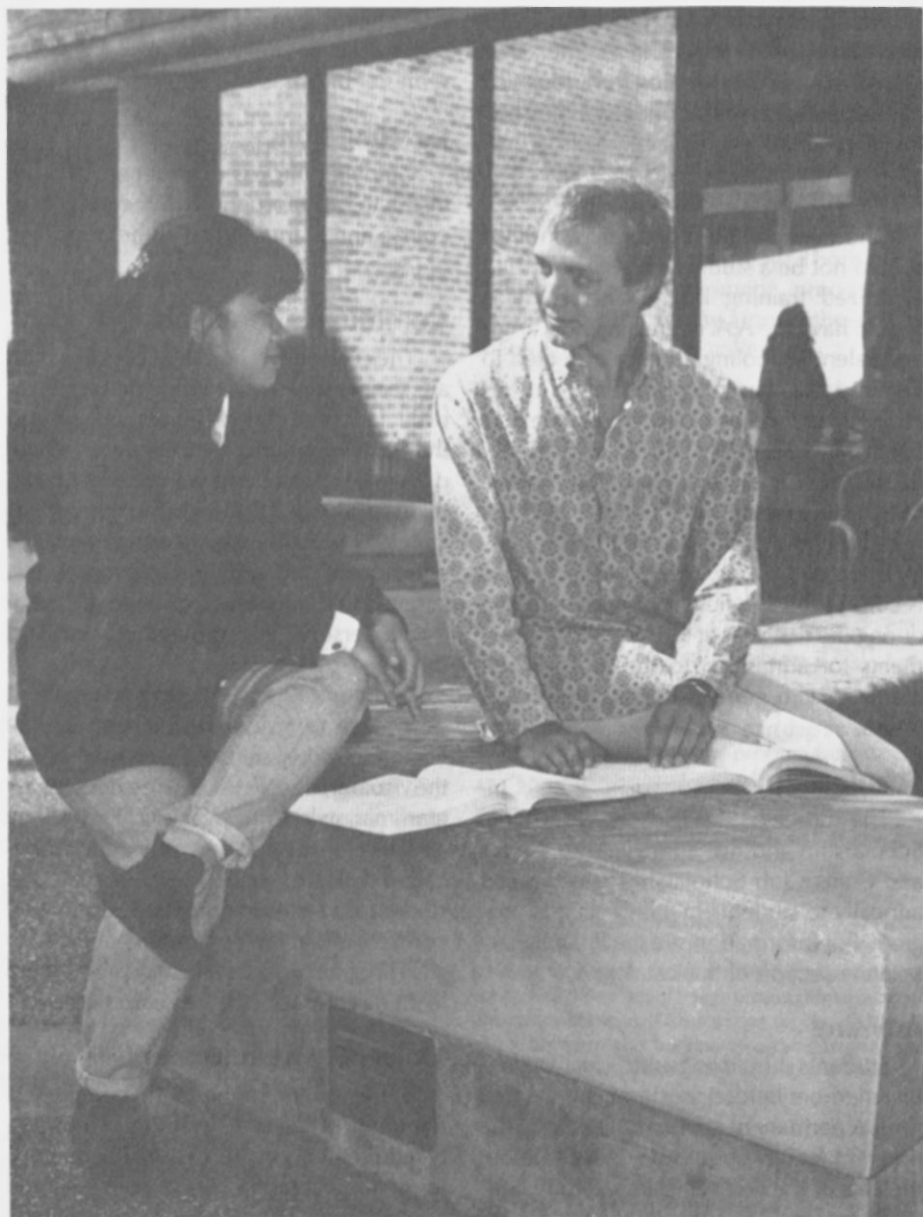
(4 Hrs.)

In-depth analysis of a major issue in sociology or anthropology; specific issue considered varies each semester, depending on student and faculty interests and availability of resources. May be repeated for unlimited number of credit hours, but particular topic must differ.

SOA 545 Medical Sociology

(4 Hrs.)

Medical sociological framework for analyzing and understanding the health status of American society; social structure and social value; special issues in health and medical care; various models of health; life-styles and impact on health. (Permission of instructor required for advanced undergraduates.) See HSA 545 and MPH 545.



Visual Arts

B.A. (60 Hrs.)

Faculty — Robert Dixon, Mauri Formigoni, Marcello Lima

Adjunct Faculty - Eugene Hass, Mark Siebert

The visual arts program provides opportunity for studying the arts in a context that emphasizes skill acquisition in various studio disciplines as well as understanding historical and philosophical concepts in art.

Entrance Requirements

Since work at the upper-division level should not be a student's first exposure to organized training in the arts, students should have the A.A. degree in visual art or equivalent schooling and are expected to demonstrate basic competence in art through completion of a studio course during the first semester at SSU. Preliminary training should include six semester hours of art history survey, three semester hours of two-dimensional design and three semester hours of drawing. Lack of these courses is considered a deficiency to be remedied during the first year at SSU. Other requirements for admission to the program are identical with general university requirements.

Scholarship

The Bruce A. Magidsohn Memorial Scholarship and the Springfield Ceramics and Crafts Club Scholarship are awarded annually to students in the visual arts program. For information see the financial assistance section of this catalog.

Advising

Students should consult a visual arts faculty member before registering for the first time. A permanent adviser from among the program faculty should be chosen before the end of the first semester of study. *Students are urged to consult their faculty ad-*

viser prior to registering each semester and particularly before registering for the last semester of classes.

Grading Policy

Grading policy is determined by each instructor as appropriate to the individual course and is announced at the beginning of the course.

Communication Skills

The communication skills of each visual arts major are assessed within one semester of declaring the major. This assessment is in the form of a scheduled writing session, during which students are asked to complete an 800- to 1,000-word autobiographical essay. In addition to covering a student's educational and artistic background, this essay should include a discussion of the student's personal and professional goals in the arts.

The communication skills assessment essays are read by one member of the Learning Center staff and one member of the visual arts faculty. They are evaluated for grammar, style, form and ability to organize and develop ideas. If a student's communication skills are found to be inadequate, the student is advised to complete appropriate course work in the communication or English program or to develop and complete a learning contract with the Learning Center.

University Requirements

Students are required to complete a minimum of 12 semester hours of university requirements in the areas of liberal studies colloquia, public affairs colloquia and applied study. These hours must include at

least four (4) hours in each of at least two (2) of these areas.

Applied study opportunities most frequently include community work in the graphic arts, photography and art museums. ART 487 Portfolio Exhibition fulfills two hours of AST credit and is administered through the student's faculty adviser in accordance with approved program requirements for the course. Students fulfilling this requirement should request guidance from their advisers.

Program Requirements

Specific requirements depend on the student's area of interest and are determined in consultation with the adviser.

Requirements for the bachelor's degree in visual arts are distributed as follows:

ART 300 Writing Skills	0 Hrs.
Historical and analytical courses	12 Hrs.
Studio (beyond 309 level; at least four hours must be in an area outside concentration)	24 Hrs.
Electives (eight hours must be in a field other than ART)	12 Hrs.
University Requirements (of which two hours must be ART 487 Portfolio Exhibition)	12 Hrs.
Total	60 Hrs.

Optional. Honors project in art studies (with faculty recommendation) 4 Hrs.

Tutorials. Available upon student request and with permission of instructor. Students will be expected to provide their own supplies in many courses.

Visual Arts Minor

To earn a minor in visual arts, students must complete a minimum of 16 semester hours, at least eight hours of which must be upper-division course work taken at Sangamon State University. Up to eight hours of transfer credit may be accepted.

The core course is one in art history or ART 464 Contemporary Art History. Elective courses in visual arts must total 12 semester hours. This should include two

courses in the visual arts studio area(s) that most closely fit the student's interests. Students should consult with a visual arts faculty adviser to ensure that they are meeting requirements and their individual needs.

The Instructional Gallery

As an extension of classroom teaching, the visual arts program sponsors exhibitions of regional artists, students and faculty in the gallery located on the third floor landing of Brookens Library. Students are expected to attend openings and concurrent workshops in order to gain experience in seeing and exhibiting a variety of media and exposure to the work of professional artists. Student participation is encouraged both in installation and management procedures. Graduating seniors may arrange their portfolio exhibition in the gallery.



Course Descriptions

ART 300 Writing Skills (0 Hrs.)

Evaluation of writing skills for visual arts majors through 1) passing a diagnostic writing test given by the Learning Center, 2) completion of ENG 375 Expository Writing, or 3) completion of a program to improve writing skills given by the Learning Center. ART 300 should be taken during the student's first semester of study at Sangamon State. If ENG 375 Expository Writing is used to satisfy this requirement, the credits earned may be applied to the general elective requirement for the art degree. For further information, consult the program faculty.

ART 303 Ceramics (4 Hrs.)

Various techniques, including use of a potter's wheel, slab-building and glazing. Also includes introduction to origin of ceramics and studio responsibilities.

ART 310 Two-dimensional Design (4 Hrs.)

Presents concepts and methods of drawing and painting through an exploration of the essential elements and processes of image production on a two-dimensional plane. Also focuses on the relationships between the various two-dimensional art forms, e.g., photography, film, video, printmaking, etc.

ART 311 Painting I (4 Hrs.)

Fundamentals of acrylic painting materials and techniques, with emphasis on color theory. Prerequisite: Prior experience in painting.

ART 312 Painting II (4 Hrs.)

Emphasis on development of technique and style through experimentation with materials and concepts. Includes art hazards workshop. Prerequisite: Prior experience in painting.

ART 315 Photography I (4 Hrs.)

Basic competencies in terminology and operation of 35mm cameras, processing black-and-white film and printmaking. Students assist in formulating a photographic philosophy through examination of their own work and the works and thoughts of professional photographers. Camera (35mm) with adjustable focus, variable aperture settings, manually operable multiple shutter speeds and "normal" or medium-short focus lens required. Students must purchase own supplies. See COM 315.

ART 321 Life Drawing (4 Hrs.)

Traditional approach to drawing the human figure from live models, with emphasis on basic discipline as foundation for all other art work. Includes mastery of proportion, perspective, anatomy, chiaroscuro, movement, balance and weight through these materials: charcoal, graphite, pen and ink and conte crayon. Prior drawing suggested.

ART 322 Pastels (4 Hrs.)

Traditional and nontraditional techniques and styles of working with chalk pastels. Integrates aspects of both drawing and painting, with special emphasis on color and light. Prerequisite: Prior experience in drawing.

ART 331 Silkscreen and Relief Printing (4 Hrs.)

Various silkscreen, photosilkscreen, woodblock and relief printing techniques. Prerequisite: Prior experience in drawing or design.

ART 332 Etching and Lithography (4 Hrs.)

Various intaglio techniques (etching, aquatint, engraving) and lithographic processes. Prerequisite: Prior experience in drawing or design.

ART 341 Sculpture I (4 Hrs.)

Designed for several approaches to form and its relationship to space. Emphasis on design and structure using various materials and approaches.

ART 342 Sculpture II (4 Hrs.)

Includes the use of clay and found objects. Designed to give the student an appreciation of sculpture through contemporary values. Prerequisite: ART 341, or equivalent.

ART 351 Ceramics I (4 Hrs.)

Designed to let each student develop skills with clay, including problems in ceramic design and construction, with emphasis on developing individual style and competencies. Also includes glaze preparation, clay body preparation, and kiln firing and techniques. Prerequisite: ART 303, or equivalent.

ART 352 Ceramics II (4 Hrs.)

Various techniques with earthenware, its properties and its firing possibilities. Emphasis on clay and glazes for earthenware, oxidation, reduction. Exploration of raku included. Prerequisite: ART 303.

ART 406 Photography II (4 Hrs.)

Extension, development and continuation of studies in black-and-white photography. Students should be increasingly able to generate their own ideas about the medium and work toward the production of a personal body of work. Expanded film and print manipulations, including solarization, sandwiched images, collage and hand coloring. Prerequisite: ART 315. See COM 406.

ART 410 Special Studies in Ceramics (4 Hrs.)

Advanced studies in ceramics. Special projects to develop an individual's technical knowledge and style. Proposals are required along with a journal.

ART 411 Painting III (4 Hrs.)

Development of personal expression and communication through making art as well as mastery of the medium. Prerequisite: ART 311, or ART 312.

ART 412 Painting IV (4 Hrs.)

Continued development of a personal style in painting, acquiring professional skills and producing a consistent body of work. Prerequisite: ART 311, or ART 312, or ART 411.

ART 420 Special Studies in Sculpture (4 Hrs.)

Advanced studies in sculpture. Special projects to develop an individual's technical knowledge and style. Proposals are required along with a journal.

ART 421 Drawing: Form, Space, Vision (4 Hrs.)

A nontraditional approach to contemporary drawing dealing with materials and techniques used in a contemporary style and with developing objectivity in seeing. Introduces fundamental ways to graphically shape perception and then stimulate thought and feeling as a personal response.

ART 422 Contemporary Drawing (4 Hrs.)

A variety of approaches to both materials and elements of drawing are presented by alternating faculty members from varied studio disciplines. May include traditional and nontraditional approaches, such as large scale, modular, progressive drawings, using smoke, light, paint or graphite.

ART 430 Special Studies in Printmaking (4 Hrs.)

Advanced studies in printmaking. Special projects to develop an individual's technical knowledge and style. Proposals are required along with a journal.

ART 436 Publication Design (4 Hrs.)

Basic skills and elements of publication design, including layout and pasteup skills. Emphasis on esthetic development. Helpful to those who wish to design and publish posters, brochures and other printed matter. Students must purchase own supplies. See COM 436.

ART 437 Advanced Publication Design (4 Hrs.)
Emphasis on developing skills for publication design. Advanced projects designing containers, posters and catalogs are carried out. Students have the opportunity to work on university or community design projects. Prerequisite: ART 436.

ART 438 Experimental Graphic Design (4 Hrs.)
Students will have an opportunity to create new and unusual techniques in the design and production of printed material. Course will include hands-on laboratory experience. Processes used will include screen printing, offset lithography, high contrast photography, line conversions, posterization. Prerequisite: ART 436, or permission of instructor.

ART 440 Special Studies in Photography (4 Hrs.)
Advanced studies in photography. Special projects to develop an individual's technical knowledge and style. Proposals are required along with a journal.

ART 441 Sculpture III (4 Hrs.)
Work in three-dimensional media, with emphasis on developing skills in style and direction, using an applied approach to the material. Prerequisite: ART 341, or ART 342, and design.

ART 442 Sculpture IV — Contemporary (4 Hrs.)
Contemporary approach, with emphasis on developing skills in style and direction, using the applied approach to material. Prerequisite: ART 342, or equivalent.

ART 443 New Genres (4 Hrs.)
Overview of and involvement with contemporary art ideas and materials, including recent developments in conceptual, installation, video, performance, sound, light, time and site-specific art works. Prerequisite: Permission of instructor.

ART 450 Special Studies in Painting (4 Hrs.)
Advanced studies in painting. Special projects to develop an individual's technical knowledge and style. Proposals are required along with a journal.

ART 451 Ceramics III (4 Hrs.)
Investigates various research procedures and preparation of glazes and clay bodies, with emphasis on glaze testing and kiln firing techniques. Also designed to further develop skills in ceramic design and construction. Prerequisites: ART 303 and ART 351, or ART 352.

ART 452 Ceramics IV (4 Hrs.)
Various techniques with porcelain, its properties and its firing possibilities. Emphasis on special effects for earthenware and porcelain, oxidation, reduction. Exploration of raku included. Prerequisites: ART 303 and ART 351, or ART 352.

ART 453 Ceramics Technology (4 Hrs.)
Clay materials and chemicals, kiln building and the-

ory, kiln firing (oxidation and reduction), testing and analyzing clay bodies and glazes. Not designed for pottery making other than that made for testing. Prerequisites: ART 303, and ART 351 or ART 352, and ART 451 or ART 452.

ART 454 Earthenware and Raku (4 Hrs.)
Study of the approaches and techniques applied to Raku and earthenware, including formal approach to their glazes and firing possibilities. History as well as current trends will be discussed.

ART 455 Multi-Media Studio (4 Hrs.)
Studio opportunity to overlap two- and three-dimensional concerns and materials. Students with experience in one studio area may combine another, including video, sound, ceramics, sculpture, photography or printmaking. Prerequisite: Permission of instructor.

ART 460 Special Studies in Drawing (4 Hrs.)
Advanced studies in drawing. Special projects to develop an individual's technical knowledge and style. Proposals are required along with a journal.

ART 463 Modern Art History (4 Hrs.)
Major trends in painting and sculpture, 1820-1945.

ART 464 Contemporary Art History (4 Hrs.)
Important trends in the arts, 1945 to the present.

ART 465 Impressionism to Expressionism (4 Hrs.)
Issues, trends and artists.

ART 470 Special Art History Studies (4 Hrs.)
Various topics in art history. Special attention given to non-Western traditions and to topics related to the program's various studio courses.

ART 480 Special Studio Studies (4 Hrs.)
Advanced study in a specific studio area. Offered according to needs of students and qualifications of instructor. Areas may include pastels, bookworks, mixed media sculpture. Students may repeat course but may not repeat the same media or studio area.

ART 487 Portfolio Exhibition (2 Hrs.)
Required for graduation. Seniors work with their adviser or a faculty member within his/her concentration to select a representative body of work for exhibition as a final demonstration of learning. Includes writing resume, press releases and statement of purpose and photographing, installing and lighting work. Final critique by visual arts faculty. Fulfills 2 hrs. of applied study credit.

ART 489 Honors Project in Visual Arts (4 Hrs.)
Special projects of scholarly or creative nature conducted in close consultation with faculty adviser; projects presented formally to visual arts faculty and students during final semester of residence. Prerequisite: Approval of a visual arts faculty member.



AST/Sequences/Thematics

Applied Study and Experiential Learning Term

Faculty — Craig Brown, Janis Droegkamp, Barbara Jensen, Marcia Salner, Dorothy Troop

Associated Faculty — Ed Cell, Betsy Irwin, Bill Jordan, Robert Maurath, Jack Van Der Slik

The applied study and experiential learning term (AST) is central to the university's mission to address public affairs within the framework of a liberal arts curriculum and to stress practical experience, professional development and innovative teaching. The AST fulfills this role by providing an academically sponsored learning experience that provides all undergraduate students an opportunity to learn from the community — about its everyday tasks, its professional life, its problems and its unmet needs.

The AST process emphasizes self-directed learning that provides opportunities for career exploration, integration of academic studies with practical experience, determination of additional learning needs, cultivation of independent learning skills and development of increased awareness of community and public affairs.

The university and AST faculty recognize the diversity of backgrounds and academic and career needs of students. A variety of curricular options are available. These are described more fully in the AST course descriptions. Some programs (i.e., CFC, nursing and medical technology) have this experiential component integrated into the academic curriculum of the program.

The university provides an opportunity for all undergraduates to take 2-12 semester hours of applied study. It is recommended that the AST be taken after completion of at least 12 semester hours in the academic major. Scheduling is flexible with a variety of options available to meet individual student needs. The most useful configurations are:

A. 16 weeks, part time, for 8 semester hours (20 hrs. per week)

B. 16 weeks, part time, for 4 semester hours (10 hrs. per week)

C. 8 weeks, full time, for 8 semester hours (40 hrs. per week)

(A basic rule to follow: One semester hour of AST credit equates to approximately 40 hours of applied learning.)

Advising

During the first semester of enrollment, students should make an appointment with their program adviser and an AST faculty member to discuss plans for the integration of academic studies and experiential learning.

The following options are available:

AST 300 (General) provides an option for matching the individualized learning needs of the student with an appropriate placement.

Project AST is an option for special and appropriate sponsored learning experiences (i.e., student art show, travel, research, etc.).

AST 302 (Career Applied Study Term) is recommended for those students who want to expand their career by developing a new learning component in their present position.

AST 305/306 (Cooperative Education Experience) is a two-semester experience that places students in individualized, paid positions in a business/industry setting.

AST 401 (Assessment of Experiential Learning) is recommended for those students with extensive work experience or volunteer service and other non-classroom experience. (See credit for prior learning.)

Early planning for the AST is necessary to ensure a quality and meaningful experience for each student.

Procedures

Early in the semester preceding enrollment in the AST, students should arrange all details of placement with the AST faculty. Registration can be completed only with the permission of an AST faculty member.

Grading Policy

Credit is awarded only on a credit/no credit basis. In order to earn AST credit, the student's academic performance must be judged satisfactory by the SSU faculty supervisor who evaluates the learning contract, journal and final self-evaluation and he/she must participate in scheduled seminars and receive a satisfactory evaluation from the field supervisor.

Credit for Prior Learning

Undergraduates with extensive work experience, volunteer service and other non-classroom learning experience may wish to request credit in appropriate academic areas. Enrollment in AST 401 is strongly recommended for undergraduates preparing prior learning portfolios. A student procedures guide and current fee information are available from the CPL faculty. Students may elect to use the successful completion of AST 401 to satisfy the applied study area of the university requirements.

Graduate students may also request credit for prior learning; however, the applicability of the credit to a graduate degree program is at the discretion of individual academic programs. Graduate students who wish to prepare prior learning portfolios should enroll in AST 501.



Course Descriptions

AST 300 General Applied Study Term

(2-12 Hrs.)

An individualized field experience providing students with the opportunity to apply theory, expand knowledge, determine additional learning needs,

explore careers and develop a public awareness. A required seminar is an academic component which provides a theoretical basis for learning and integrating the field experience. May be repeated for a maximum of 12 semester hours.

AST 300 Project AST

(2-12 Hrs.)

An option available to students interested in developing individual projects (i.e., student art show, travel, creative works, foreign study and research).

AST 302 C.A.S.T. (Career Applied Study Term

(4 Hrs.)

A special section designed for students well along in their careers who can develop a new learning component in their present position. Assists students in analyzing career goals and in developing a sense of career function, demand and satisfaction.

AST 303 L.A.S.T. (Legislative Applied Study Term)

(8 Hrs.)

This option is available only during the spring term. Students combine a careful study of the structure and functions of legislatures with a placement on the staff of a member of the Illinois General Assembly. Interns may do such things as research bills, participate in committee work, assist constituents and assist committee witnesses.

AST 304 Cooperative Education Seminar (1 Hr.)

An introductory course for students who will be seeking a cooperative education placement. Designed to assist students with career planning, self-directed learning and the development of a cooperative education placement.

AST 305 Cooperative Education Experience I

(4 Hrs.)

This is the first of a two-semester cooperative education experience that places the students in individualized, paid positions in a business/industry setting. The course assists student in analyzing the work environment, policies and procedures, organizational structure and goals of the organization. A required seminar is the academic component that assists the student in setting goals and professional objectives (learning contract), identifying nontechnical problems in the workplace, exploring the impact of interpersonal skills of job success, and preparing a final self-evaluation of the cooperative experience.

AST 306 Cooperative Education Experience II

(4 Hrs.)

This is the second part of a two-semester cooperative education experience. Students serve in individualized, paid positions in a business/industry setting. Placement can be a continuation of that developed in AST 305 or it can be new/different coop experience. The course further assists the student in the objectives of AST 305 plus identifying additional workplace problems (e.g., time management, stress, career development). Students must

prepare a comprehensive final self-evaluation.

AST 309 P.S.A.S. (Public Service Applied Study Term) (8 Hrs.)

Students placed in agencies of Illinois state government and lobbying organizations study firsthand the institutional processes by which a complex industrial society is governed. Field experience is integrated with seminar.

AST 350 Health Services Administration (1-8 Hrs.)

Special section for students majoring in health services administration. Administered and evaluated by AST program consistent with HSA program expectations. It is recommended that students complete HSA 301, HSA 335, HSA 401 and HSA 435 before registering for AST 350. See HSA 350.

AST 401 Assessment of Experiential Learning (4 Hrs.)

Designed to assist learners in identifying, articulating and documenting learning acquired outside the traditional classroom. Includes the development of a portfolio containing an autobiography and chronological record, narrative essay describing specific areas of learning and the documentation verifying those claims. Students may elect to use the successful completion of this course to satisfy four semester hours.

The following course is reserved for graduate students who are planning to request credit for prior

learning.

AST 501 Assessment of Experiential Learning (2 Hrs.)

Designed to assist graduate-level learners in identifying, articulating and documenting learning acquired outside the traditional classroom. Includes the development of a portfolio containing an autobiography and chronological record, narrative essays describing specific areas of learning and documentation verifying those claims.

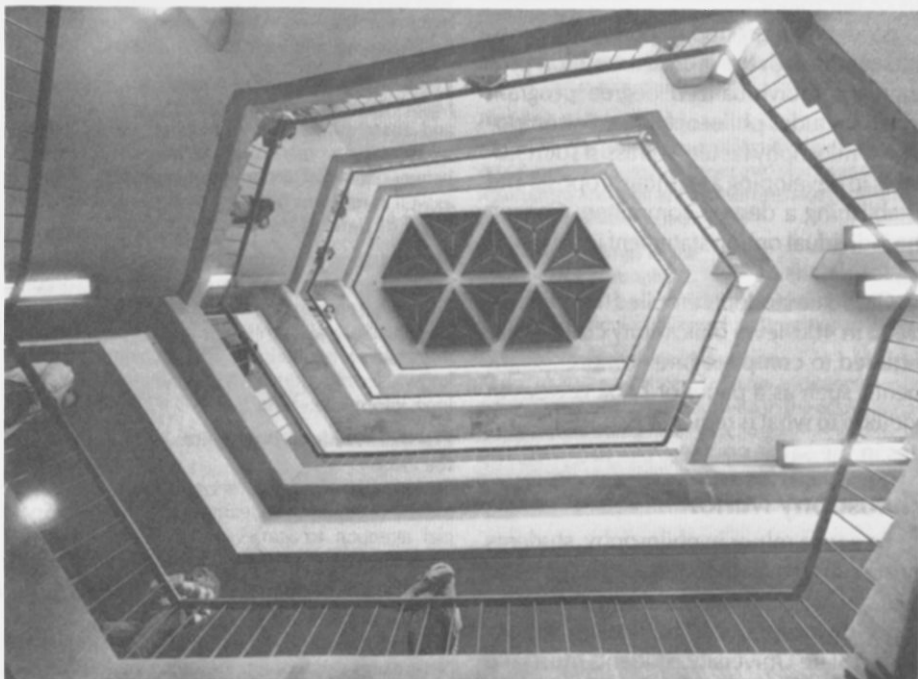
The following courses are recommended to students as useful adjuncts to experiential learning. They may be accepted as required AST credit hours only with permission of the AST faculty.

AST 421 Learning from Experience (2 Hrs.)

Explores how we learn from experience and of conditions that encourage functional and dysfunctional learning. Special attention to resistance to change, the task of maintaining identity and personal knowledge of others. Provides perspective on lifelong, informal learning. See PHI 421, INO 421.

AST 422 Freedom, Experience and the Person (2 Hrs.)

Explores the nature of autonomy, obstacles to it and the use of experiential learning to enhance it. Special attention to games and scripting, personal power and powerlessness, humanistic paths to autonomy and behavioral paths to self-control. See PHI 422, INO 422.



Philosophy

Faculty — Ed Cell, Larry Shiner, Peter Wenz

Adjunct Faculty — George Agich

The goals of the philosophy and human values sequence are to increase awareness of personal values and the major value conflicts in contemporary society, to develop understanding of the nature and limits of various forms of knowledge and to offer experience in critical reflections on a major problem of knowledge or value.

An undergraduate student may elect to complete a sequence in philosophy and human values in order to acquire training in critical thinking and skill in analyzing values related to the student's chosen program major; 16 hours are required in the philosophy and human values sequence. There are no specific course requirements since, through consultation with a faculty adviser teaching in the sequence, the student may select those courses most directly related to his or her major.

Students interested in philosophy may pursue, through the individual option program, an individualized degree program which includes philosophy as one component. Philosophy faculty will assist such students in developing a learning proposal and establishing a degree committee. Consult the individual option statement in this catalog for details.

Graduate students enrolled for graduate credit in 400-level philosophy courses are required to complete one or more assignments, such as a paper or book review, in addition to what is required of undergraduates in the same course.

Philosophy Minor

To earn a minor in philosophy, students must complete a minimum of 16 semester hours, at least eight hours of which must be upper-division course work taken at Sangamon State University. Students must take at least one course from each of three areas:

critical thinking, ethics and the history of philosophy. One additional elective course with a PHI prefix is also required.

Students wishing to minor in philosophy should consult with a member of the program faculty to ensure that they are meeting their individual needs and the requirements for the minor.



Course Descriptions

PHI 301 Introduction to Philosophy (2 or 4 Hrs.)

Junior-level exploration of the nature of knowledge, reality and values. Topics include problems of illusion and dreaming; inquiries into the nature of mind, matter and self; and discussions of what is good and right in morality, politics or art.

PHI 302 Critical Thinking (2 Hrs.)

Principles of logical analysis and argumentation, with special attention to common fallacies in informal reasoning, reasoning by analogy, jurisprudential reasoning, and logic and computers.

PHI 411 Feminist Theories (4 Hrs.)

Feminist theories, including liberal, radical, socialist and anarchist, as well as perspectives of lesbian women and women of color. Stresses differences between feminist and traditional political analysis, as well as relations between theory and action. See WMS 411 and SOA 408.

PHI 421 Learning from Experience (2 Hrs.)

Explores how we learn from experience and of conditions that encourage functional and dysfunctional learning. Special attention to resistance to change, the task of maintaining identity, and personal knowledge of others. Provides perspective on lifelong, informal learning. See INO 421 and AST 421.

PHI 422 Freedom, Experience and the Person (2 Hrs.)

Explores the nature of autonomy, obstacles to it, and the use of experiential learning to enhance it. Special attention to games and scripting, personal power and powerlessness, humanistic paths to autonomy, and behavioral paths to self-control. See INO 422 and AST 422.

PHI 432 Philosophy of Art (2 or 4 Hrs.)

Nature and value of art, including such issues as: How is art distinguished from non-art? Can there be

objective judgments about art? How is art related to science, religion and politics? Survey of major philosophical writings about art in the Western tradition.

PHI 445 Ethical Issues in Business and Management (4 Hrs.)

Controversial issues in business management related to fundamental disputes in ethics and social philosophy. Students examine their own and others' views and values, with attention to the moral ambiguities of contemporary professional life. Topics include the place of the profit motive in business, truth in advertising, governmental regulation and environmental protection. See MGT 473.

PHI 447 Moral Dilemmas in Health Care (4 Hrs.)

Applicability of traditional ethical standards to currently controversial issues in health professions, such as allocation of scarce medical resources, honesty with dying patients, informed consent from patients, psychosurgery and euthanasia. Students are encouraged to further develop and understand their own value orientation and come to better appreciate those of others. See GER 447 and HSA 466.

PHI 452 Perspectives on Human Nature (4 Hrs.)

What it means to be human: consideration of classical philosophical and literary visions of human nature such as the Greek, Christian, Romantic and Marxist, along with contemporary contributions of biological and social sciences.

PHI 453 Philosophy of the Person (4 Hrs.)

What it means to be a person: nature of personal worth, rights, freedom and responsibility; conditions blocking or supporting personal growth; relation of vitality and order; nature of personal knowledge and interaction; reasoning about values; finding meaning in life.

PHI 456 Myth, Literature and History (4 Hrs.)

The human quest for meaning through historical action and historical writing, including differences between historical and nonhistorical ("primitive") peoples, the development of scientific history, the role of imagination, explanation and literary form in history. See HIS 456.

PHI 459 Europe in the 18th Century: The Enlightenment (4 Hrs.)

Cultural and intellectual history of the Enlightenment focusing on formative ideas of modernism (freedom, reason, equality) and movements in liter-

ature and the arts. Consideration of works by representative figures such as Hume, Kant, Rousseau, Smith, Voltaire. See HIS 461.

PHI 461 Law, Justice and Power (2 Hrs.)

Nature of law, justice and power and their interrelations. Special attention to basis of individual rights, problem of unjust laws, justification of punishment and issues involving maximization vs. distribution of value.

PHI 462 Freedom, Justice and the Person (2 Hrs.)

Human nature and the place of justice in human development; special attention to interrelationships of freedom, compassion and justice.

PHI 465 Moral Issues in the Law: Economic Justice (2 Hrs.)

Ethical perplexities surrounding the allocation of goods and services in society. If all people are considered fundamentally equal, why do they reap different societal rewards? Alternate conceptions of distributive justice viewed in relation to such issues as a compulsory education, mandatory racial integration and affirmative action. Students are encouraged to evaluate their own and others' value orientations.

PHI 466 Moral Issues in the Law: Crime and Punishment (2 Hrs.)

Various moral justifications for classifying certain acts as crimes and punishing offenders. Underlying divergencies of ethical orientations explored in relation to such issues as the propriety of plea bargaining, insanity pleas, mercy and the death penalty. Students are encouraged to evaluate their own and others' value orientations.

PHI 467 Philosophy of Law (4 Hrs.)

Philosophy of justice, law and legal institutions, with emphasis on origins, purposes and practices of legal institutions and their application in theory and practice to the "public good."

PHI 480 Readings in the History of Philosophy (4 Hrs.)

Guided readings in a period of the history of philosophy or a particular philosophical tradition or figure.

PHI 535 Philosophy of Education (4 Hrs.)

Major philosophical views of aims and processes of education. Considerations given to the educational ideas of such thinkers as Plato, Augustine, Rousseau and Dewey, as well as to assumptions underlying current reform proposals. See ADE 535.

Teacher Education

Faculty — Marilynne Boyle-Baise, Gary Butler, Loretta F. Meeks, W. Williams Stevens, Jr., Larry D. Stonecipher, Gary A. Storm, Theresa Sullivan-Stewart

Adjunct Faculty — Stuart Anderson, Harriet Arkley, Gerry Casey, Katie Egan, Kathryn Ransom, Diane Rutledge, Judith Washburn

Sangamon State University offers a variety of opportunities for both experienced and pre-service teachers.

Those teachers who hold a bachelor's degree may wish to major in academic programs leading to a master's degree. Others may wish to build a program to suit their individual needs through the individual option program. Prospective students who are experienced teachers are urged to discuss their programs carefully with an adviser and to consult with the convener of the teacher education sequence. Additionally, various in-service courses and institutes are offered periodically to experienced teachers for the enhancement of their skills in various content and related areas.

The teacher education sequence provides course work that leads to Illinois certification at the elementary or secondary level, when combined with an appropriate academic major and fulfillment of general education and university requirements. Students seeking either elementary or secondary certification should expect that their total program of study will exceed the minimum number of hours required for graduation. A major goal of the sequence is to prepare teachers who are competent in subject matter and who understand the psychological and sociocultural characteristics of learners. It operates on the philosophy that there is a need in society for educated, humane and caring individuals; that schools should be centers where education and humaneness are stressed; and finally, that teachers entering the schools should model these values.

Elementary education students may major in a related human service program or an appropriate subject matter discipline.

Examples of appropriate academic majors at Sangamon State are psychology, biology, chemistry, visual arts, economics, history, English, mathematical sciences, political studies and sociology/anthropology. Students should work closely with advisers in both the TEP sequence and the degree program in order to integrate the course of study in both areas.

Secondary education students may major in one of several programs leading to certification in the areas of English, general or biological science, mathematics or social studies.

The teacher education sequence has prepared a *Student Handbook* outlining policies and procedures and a handbook for student teachers. Students are expected to consult these sources, in addition to the catalog statement on the sequence.

Admission

Students seeking certification in either elementary or secondary education must make formal application to the teacher education sequence by April 15 for the fall semester and by Oct. 1 for the spring semester in order to receive priority consideration. In order to be formally admitted into the sequence, a student must be admitted into the university, have an overall grade point average of 2.5 (on a 4.0 scale) for all college-level work and successfully complete basic skills tests in reading, writing and math. If a student has completed a bachelor's degree prior to applying to the program, the student must also have a grade point average of 2.75 in his/her major, or, in the case of secondary education students, in the discipline(s) in which he/she will be certified.

Once admitted into the teacher education sequence, a student must maintain a grade point average of 3.0 in teacher education course work and successfully complete practicum experiences required in the sequence to be eligible to continue. Finally, if a student is pursuing a bachelor's degree at Sangamon State University, the student must maintain a grade point average of 2.75 in his/her major or disciplinary concentration to continue in the TEP sequence. Student progress is evaluated throughout the teacher education sequence.

Student Teaching

The final semester of the professional sequence is a 16-week learning experience combining TEP 448 Teaching and Learning-Elementary or TEP 449 Teaching and Learning-Secondary with TEP 450 Student Teaching. This experience is available to students only after they have been admitted into the sequence; have successfully completed all the professional education courses; have earned a 3.0 (on a 4.0 scale) grade point average in course work taken in the teacher education sequence; and, finally, have earned a 2.75 grade point average in their major or disciplinary concentration. Students may register for TEP 450 Student Teaching only upon recommendation of the Teacher Education Committee.

Student teaching placements are made in the public school districts of Chatham, Decatur, Jacksonville, Lincoln, Springfield and Taylorville.

*Approval from a student's major program may require completion of some additional course work as designated by that program.

Sequence Requirements

Elementary Education

Undergraduate students interested in obtaining certification in elementary education may do so by majoring in one of several degree-granting academic programs and by completing requirements in the teacher education sequence. Students

must also meet a set of general education requirements outlined by the State Teacher Certification Board. The teacher education sequence requirements for elementary education follow.

Elementary

First Semester

TEP 307 History and Philosophy of Education	3 Hrs.
TEP 311 School and Community	3 Hrs.
PSY 422 Child Development	4 Hrs.

Second Semester

PSY 401 Educational Psychology	4 Hrs.
TEP 432 Basic Reading Methods	4 Hrs.

Third Semester

PSY 424 Exceptional Child	4 Hrs.
TEP 433 Elementary Methods: Math/Science	3 Hrs.
TEP 434 Elementary Methods: Language Arts/Social Studies	3 Hrs.

Fourth Semester

TEP 448 Teaching and Learning-Elementary	4 Hrs.
TEP 450 Student Teaching	8 Hrs.
<i>Total</i>	<u>40 Hrs.</u>

Secondary Education

Sangamon State is entitled to certify secondary teachers in five areas: social studies, English, general and biological science and mathematics. The teacher education sequence thus provides opportunities to combine undergraduate disciplinary study with education courses in a program leading to secondary certification. The sequence also serves graduates who wish to seek secondary certification after having completed a baccalaureate degree at SSU or another educational institution.

Students interested in a secondary certificate must either hold an appropriate baccalaureate degree or be concurrently enrolled in an academic program at SSU.

Students presently enrolled must complete all degree program requirements, as well as general education and TEP requirements, before certification is granted.

Secondary

First Semester

PSY 423 Adolescence	4 Hrs.
TEP 307 History and Philosophy of Education	3 Hrs.
TEP 311 School and Community	3 Hrs.

Second Semester

PSY 401 Educational Psychology	4 Hrs.
TEP 414 Curriculum	3 Hrs.
TEP 419 Reading in the Content Area	3 Hrs.

Third Semester

PSY 424 Exceptional Child Secondary education methods in area of specialization	4 Hrs. 3 Hrs.
(Options include TEP 435 Sec- ondary English Methods, TEP 436 Secondary Mathematics Meth- ods, TEP 437 Secondary Sci- ence Methods, TEP 438 Second- ary Social Studies Methods.)	

Fourth Semester

TEP 449 Teaching and Learning- Secondary	4 Hrs.
TEP 450 Student Teaching	8 Hrs.
Total	39 Hrs.

Certification

Upon completion of TEP and university baccalaureate degree requirements, students are certified by the State Teacher Certification Board for a K-9 teaching certificate or a 6-12 teaching certificate. Students must also meet a set of general education requirements, pass tests of basic skills and subject matter knowledge administered through the Illinois certification system and satisfy any other requirements outlined by the State Teacher Certification Board, which has the sole authority for awarding or denying teacher certification.



Course Descriptions

TEP 307 History and Philosophy of Education (3 Hrs.)

History and philosophy of education in Western society with major focus on 20th century American developments.

TEP 311 School and Community (3 Hrs.)

Current issues in school-community relationships. Students examine ways in which teachers and other school personnel can use the full range of community resources — human and material — in pursuit of meaningful educational goals with students.

TEP 414 Curriculum (3 Hrs.)

Examines selected curricula including their historical precedents, stated objectives, organizational patterns, curriculum materials and instructional strategies. Includes opportunities for students to plan, specify and develop curricula and materials. Pre-clinical experiential learning opportunities are provided. Prerequisite: Permission of instructor.

TEP 419 Reading in the Content Area (3 Hrs.)

Strategies for reading; content area materials presented. Participants examine reading and study skills approaches appropriate for content area materials. Pre-clinical experiential learning opportunities are provided. Prerequisite: Permission of instructor.

TEP 432 Basic Reading Methods (4 Hrs.)

Examines ways pupils learn to read as well as means by which teachers can stimulate and enhance pupil's competencies, interests and attitudes. Pre-clinical experiential learning opportunities are provided. Prerequisite: Permission of instructor.

TEP 433 Elementary Methods: Math/Science (3 Hrs.)

Designed to provide pre-service teachers with practical skills for teaching elementary mathematics and science. Participants are introduced to various approaches, techniques and tools relevant to instruction. Pre-clinical experiential learning opportunities are provided. Prerequisite: Permission of instructor.

TEP 434 Elementary Methods: Language Arts/Social Studies (3 Hrs.)

Study of methods for teaching language arts and social studies. Survey of curricula and processes of learning in each discipline. Instruction in use of audio-visual media. Pre-clinical experiential learning opportunities are provided.

TEP 435 Secondary English Methods (3 Hrs.)

Basic steps and strategies for teaching American and English literature, composition and grammar. Students are exposed to a variety of teaching styles and activities that are used in the teaching of language arts

in the middle and high schools. Pre-clinical experiential learning opportunities are provided. Prerequisite: Permission of instructor.

TEP 436 Secondary Mathematics

Methods (3 Hrs.)
Examines the methods employed by teachers in teaching mathematics in grades seven through 12. Pre-clinical experiential learning opportunities are provided. Prerequisite: Permission of instructor.

TEP 437 Secondary Science Methods (3 Hrs.)
Examines the methods of teaching science to students in grades seven through 12. Students explore both classroom instruction as well as laboratory setup, instruction and evaluation. Pre-clinical experiential learning opportunities are provided. Prerequisite: Permission of instructor.

TEP 438 Secondary Social Studies

Methods (3 Hrs.)
Analyzes the structures of economics, geography, world history, U.S. history, anthropology, sociology and political science as they relate to the secondary social studies curriculum. Materials and methods of instruction in the various social sciences and history are examined. Pre-clinical experiential learning opportunities are provided. Prerequisite: Permission of instructor.

TEP 448 Teaching and Learning-Elementary

(4 Hrs.)
Provides participants opportunities to plan and provide instruction for varied groups of elementary students through microteaching formats. Course content is delivered through modules incorporating major teaching and learning strategies. Pre-clinical experiential learning opportunities are provided. Prerequisite: Permission of instructor.

tent is delivered through modules incorporating major teaching and learning strategies. Pre-clinical experiential learning opportunities are provided. Prerequisite: Permission of instructor.

TEP 449 Teaching and Learning-Secondary

(4 Hrs.)
Provides participants opportunities to plan and provide instruction for varied groups of secondary students through simulated microteaching formats. Course content is delivered through modules incorporating major teaching and learning strategies. Pre-clinical experiential learning opportunities are provided. Prerequisite: Permission of instructor.

TEP 450 Student Teaching

(8 Hrs.)
Internship in the classroom under supervision of university faculty and cooperating master teacher. Prospective teachers are required to keep a journal of their experiences, demonstrate evidence of their preparedness to teach and attend scheduled seminars conducted by university faculty and resource persons. Prerequisite: Permission of instructor.

TEP 489 Teacher's Workshop in Archeology

(2 Hrs.)
Contemporary theories and methods of archeology, including excavation of archeological site, laboratory analysis of archeological materials, and lectures and presentations on native American technology, culture and prehistory. Offered in conjunction with the Center for American Archeology in Kampsville, Ill. Designed for primary and secondary teachers in social sciences, natural sciences and humanities. Room and board expenses required.



Women's Studies

Faculty — Nina S. Adams, Mattilou Catchpole, Marjorie Fonza, Patricia Langley, Deborah Kuhn McGregor

Associated Faculty and Staff — Jeanne-Marie Col, Cecilia Cornell, Janis Droegkamp, Judy Everson, Nancy Ford, Larry Golden, Pam Hammond-McDavid, Hugh Harris, Barbara A. Hartman, Barbara Hayler, Jacqueline Jackson, Caryl Moy, Rosamond Robbert, Kathleen Vinehout, Pinky Wassenberg

Women's studies seeks to enable students to develop a cognitive and affective understanding of women in society in the past, present and future. Focusing on women's experiences and perspectives, women's studies creates a new dimension in the education of women and men, a dimension that has implications well beyond the walls of the university. A special concern is to help women expand their abilities to function in and modify society through an integration of personal, intellectual and action orientations.

The sequence's philosophy is to incorporate feminist perspectives throughout the university curriculum. We draw from and develop women's studies courses within other programs whenever possible. Many of the courses in the women's studies sequence are interdisciplinary and most are jointly listed with other programs. In addition, several public affairs colloquia — such as Issues in Women's Health, Women and the Law, and Women, Men and Mental Health — are offered on a regular basis. Beyond sponsoring academic courses relating to women, the women's studies committee seeks to provide a flexible and supportive environment for women and men who are continuing their education.

Degree Possibilities

Students in programs throughout the university may take women's studies courses as electives or may pursue a sequence in women's studies through completion of 16 hours of WMS course work. In addition, students may pursue a self-designed B.A. or M.A. degree relating to

women's studies through the individual option program. Women's studies faculty assist students in planning a course of study, as well as in identifying experiential learning opportunities.

Graduate students enrolled in 400-level women's studies courses should expect to demonstrate graduate-level competencies (especially in communication, research, analysis and integrative skills) and to complete extended and advanced projects and/or readings.

Women's Studies Minor

To earn a minor in women's studies, students must complete a minimum of 16 semester hours, at least 8-10 hours of which must be upper-division course work taken at Sangamon State University. The program may approve the transfer of a maximum of two lower-division courses. Remaining hours must be from 300- to 500-level courses at Sangamon State. Students may use life and work experience to gain credit through credit for prior learning.

Students must complete one course in each of three areas: introduction to women's studies or feminist theories (WMS 401, WMS 411, or equivalent), minorities or an international course on women (WMS 403, WMS 453, WMS 475, or equivalent) and library research on women or action research (WMS 402, WMS 415, or equivalent).

A course cannot be applied to more than one area. An elective should be taken in the student's major field of study that deals with women. If there is no course in the major field, the elective must explore the new

scholarship on women and must be approved by the student's women's studies adviser.

Students seeking a minor in women's studies must select an adviser from among the women's studies faculty to assist in designing a program of study appropriate to their needs.



Course Descriptions

Core Courses

WMS 401 Contemporary Issues in Women's Lives (4 Hrs.)

Interdisciplinary investigation of the lives and contributions of diverse women in contemporary society. Provides a basic framework for understanding the women's movement and attempts to connect public policy issues with the personal experiences and concerns of women.

WMS 402 Library Research on Women: Interdisciplinary Resources (4 Hrs.)

Library search skills and special material, documents, collections and archives for interdisciplinary library research on women. Recommended as a companion to other courses involving library research projects. See SOA 417.

WMS 403 Minority Women: Issues and Perspectives (4 Hrs.)

The experience of women of color is at the center of this course. Interdisciplinary consideration of the intersection of race, class and gender in the lives of women past and present.

WMS 411 Feminist Theories (4 Hrs.)

Various feminist theories, including liberal, radical, socialist and anarchist, as well as perspectives of lesbian women and women of color. Stresses differences between feminist and traditional political analysis, as well as relations between theory and action. See SOA 408 and PHI 411.

WMS 412 Women, Organizations and Change (4 Hrs.)

Analyzes formal and informal power structures in organizations and the central role that organizations play in allocating income, status and other resources to women. Examines feminist and other cooperative models of social and organizational change. Emphasis on developing feminist process skills in leadership, goal setting, decisionmaking, coalition building and conflict resolution.

WMS 413 Gender and Politics (4 Hrs.)

Focuses on the impact of the difference between men and women in local, state, national and international politics. Gender differences examined in

light of contemporary behavioral research. See POS 413.

WMS 415 Women's Studies Practicum (2-4 Hrs.)

Group or individual research or community action projects relating to women. Projects designed jointly by students and faculty. Regular participation in colloquium, practicum journal and research paper/project report.

WMS 460 Special Topics in Women's Studies (2-8 Hrs.)

Selected topics in women's studies, to be announced each time course is offered. Variable credit; may be repeated for different topics.

WMS 480 Independent Study in Women's Studies (2-8 Hrs.)

Variable credit; individually arranged tutorial on special issues in women's studies.

General Courses

WMS 422 Violence Against Women and Children (4 Hrs.)

Examines the two most common crimes against women and children: sexual assault and abuse and domestic violence. Includes analysis of research documenting the frequency of these assaults, their legal definition and treatment, legal and social service responses, the nature of the offender, victim services and treatment, and local community resources. See SJP 422.

WMS 423 Counseling Women (4 Hrs.)

Specialized biological, psychological and social issues that affect women. Explores theoretical assumptions, counseling practices and process variables that may apply differently to or affect women in counseling therapy. Identifies skills facilitative to women in general and to particular subgroups of women. Prerequisite: CFC 303. See CFC 423 and HDC 423.

WMS 432 Sociology of Families (4 Hrs.)

Contemporary U.S. families in historical and cross-cultural context. Emphasizes varied family forms, work/family roles, political and policy questions, and selected public issues such as heterosexuality, inequality and abuse. See CFC 432 and SOA 432.

WMS 434 Women and Work (4 Hrs.)

Role of women workers participating in the American labor force, their status and roles, their satisfaction and alienation, and the part they play in the labor movement. See LAR 434.

WMS 445 Law and Social Order (4 Hrs.)

Nature and functions of law in general, given the economic and political organization of American society. Law and the legal system viewed from a critical perspective, including relationship between the legal system and justice, fairness and equality. Particular emphasis on issues of inequality involv-

ing race, class and gender. See LES 404, POS 421 and SOA 425.

WMS 446 Family Law (4 Hrs.)

Law that affects the family. Topics include divorce, domestic violence, illegitimacy, adoption, child support and custody, parental control, abuse and neglect laws, issues affecting the elderly, domestic law reform and the impact of the women's rights movement. See SOA 454, HDC 446, CFC 446, and LES 446.

WMS 447 Women in American Law (4 Hrs.)

Identification of sexism in American law, including constitutional standards of equal protection, impact of the proposed ERA, employment and educational issues, family and procreative concerns, and women and crime. See LES 447.

WMS 448 Law and Literature (4 Hrs.)

Individual conscience and the duty to obey and disobey law; nature of political trials; concept of property, especially the ownership or exploitation of racial minorities and women; issues of justice through readings and discussions of literature. See LES 456.

WMS 449 Nondiscrimination Laws in Employment (4 Hrs.)

Development and implementation of nondiscrimination laws in employment, including hiring, firing, promotion, terms and conditions, benefits and pay. Focus on protective labor laws, veteran preference, harassment and due process requirements in employment. See LES 449 and ADP 452.

WMS 451 Social Psychology of Women (4 Hrs.)

Empirical research and phenomenological descriptions of five key areas of female psychology: biology, personality, social roles, sexuality and mental health. Special emphasis on power differentials between the sexes as they relate to achievement, self-esteem and identity formation. See PSY 435 and SOA 451.

WMS 452 Sociology of Gender (4 Hrs.)

Analyzes creation, maintenance and enforcement of female and male roles. Socialization processes, cultural definitions, major social institutions and structured social inequality. See SOA 452.

WMS 453 Women Across Cultures (4 Hrs.)

Interdisciplinary analysis of the status and condition of women in cross-cultural perspective. Explores how women are changing their familial, economic, social and policy roles. Emphasis on Third World.

See SOA 453.

WMS 454 The History of the Family (4 Hrs.)

The modern family in comparative and historical perspective. Selected themes — changing patterns of sexuality, high rate of divorce, shifting kinship relationships — explored historically to understand their present importance. See CFC 454 and HIS 454.

WMS 455 Women in American History (2-4 Hrs.)

Issues and themes (production, reproduction, socialization and women's movements) from colonial times to the present. Self-paced course emphasizing thinking and writing skills as well as content. See HIS 455.

WMS 456 Human Sexuality (4 Hrs.)

Knowledge and values concerning issues of human sexuality, with emphasis on sociological content, personal growth and professional development. Format includes lectures, film presentations and small-group discussions. See CFC 456, HDC 456 and SOA 456.

WMS 457 Comparative Women's History (4 Hrs.)

Women's history in England, Russia, China, Vietnam and the U.S., with survey of areas in which conventional historical insights and methods need reinterpretation. See HIS 457.

WMS 461 Major Women Writers (4 Hrs.)

Novels by such major female authors as Austen, Bronte, Eliot, Woolf and Lessing. See ENG 461.

WMS 462 Images of Women in Literature (4 Hrs.)

Literary works as they have treated women characters and women's concerns through the ages.

WMS 475 Women in China (4 Hrs.)

Past and present roles and status of women in urban and rural society, including changes in expectations and reality as traditional Chinese social and economic practices were revolutionized by impact of the West and by political forces emerging within an often turbulent history. See HIS 475.

WMS 483 Women and the Mystery Novel (4 Hrs.)

Survey of the most popular genre in fiction, with special emphasis on women writers, including Sayers, Christie, March, Cross and James. See ENG 483.

African-American and African Studies

Associated Faculty — Jeanne Marie Col, Janis Droegkamp, Marjorie Fonza, William Jordan, James Lanier, Loretta Meeks

The African-American and African studies thematic activity is a course of study administered by the School of Liberal Arts and Sciences that focuses on curricular development highlighting the contributions of African Americans to American historical development. In conjunction with the Minority Services Center, it also encourages community activities that focus on public issues of current importance to the black community. While focus is on African Americans in the United States, course

work and campus activities also highlight past and continuing links between African-American and Caribbean, Latin American and African affairs.

Course Offerings

The African-American and African Studies thematic activity is currently being revised. For more information, contact the director of the Minority Services Center or the dean of the School of Liberal Arts and Sciences.



Astronomy-Physics

Associated Faculty — Alexander J. Casella, Charles Schweighauser

Astronomy-physics is a thematic activity in the School of Liberal Arts and Sciences. It provides courses and laboratory work in astronomy and physics, featuring an astronomical observatory with a 14-inch Schmidt-Cassegrain telescope, an eight-inch Schmidt-Cassegrain telescope, two six-inch Newtonian telescopes, a diffraction grating spectrograph, a photoelectric photometer, a micrometer, a hydrogen-alpha filter, an objective prism, two television systems and an image intensifier system that accommodates the spectrograph and cameras. A new 20-inch telescope has been installed under dark skies at a site remote from the campus. It is used for training advanced students and for research work. In addition, qualified students do research at the National Undergraduate Research Observatory located at the Lowell Observatory near Flagstaff, Ariz.

Physics laboratory resources include a multi-channel analyzer with nuclear radiation detectors and radioactive sources, microcomputer equipment, electronic testing and breadboarding equipment, X-ray apparatus, several lasers and optical equipment, and sound analysis equipment. Opportunities are provided for students to do research with astronomy-physics faculty.

In 400-level courses, graduate students are expected to do additional work, including reading of selected primary sources and, when appropriate, additional observatory/laboratory work.

Students may pursue an individualized degree that includes astronomy-physics through the individual option program. A typical core group of courses might include ASP 402 Modern Astronomy, ASP 404 Astrophysics, ASP 405 Theories of the Universe, ASP 407 Practical Astronomy and ASP 408 Observational Astronomy. Students should obtain advice from astronomy-physics faculty about courses

related to degree work in the individual option program.

For eight weeks during the fall and spring semesters the Sangamon State University Observatory is open to the public from 8 to 10 p.m. every Friday night, weather permitting. A short astronomical lecture, star and constellation identification, use of the observatory's telescopes to look at a variety of astronomical objects and extensive exhibits are all available to the public. For information about weather conditions and use of the observatory, call the SSU switchboard at 786-6600 after 7 p.m. on Fridays.



Course Descriptions

ASP 401 Astronomy for Everybody (4 Hrs.)
Descriptive introduction to modern concepts of the physical nature of the astronomical universe. Topics include astronomical instrumentation, stars, the sun, nebulae, galaxies and planets. For nonscience majors.

ASP 402 Modern Astronomy (4 Hrs.)
Analytical approach to the solar system, astrophysics, stellar systems and galactic astronomy. For science majors only, or with permission of instructor.

ASP 403 The Solar System (4 Hrs.)
Rapid strides made during the space age in our understanding of the solar system are covered. Includes modern information about the sun, planets, comets, meteors and planetary satellites.

ASP 404 Astrophysics (4 Hrs.)
Origin, evolution, interiors and energy production mechanisms of stars. For science majors only, or with permission of instructor.

ASP 405 Theories of the Universe (4 Hrs.)
Important concepts of the universe from the Babylonians through Einstein. Quasars, pulsars, black holes and other recent discoveries are related to current cosmological thought.

ASP 406 Modern Cosmology (4 Hrs.)
Analytical approach to the grand unified theories (GUTS) of particle physics that have recently been developed in conjunction with the standard big bang model to explain the origin, evolution and present structure of the universe. Galactic origins also considered. Prerequisites: ASP 402, or permission of instructor.

ASP 407 Practical Astronomy (2 Hrs.)

Training in observatory procedures and techniques. Photography of objects in the solar system (planets, moon, sun) and deep-sky objects (galaxies, nebulae, star clusters) using the university's 14- and 20-inch telescopes and associated equipment. Prerequisite: ASP 401, or equivalent.

ASP 408 Observational Astronomy (2 Hrs.)

Techniques of spectroscopy and photometry in determining stellar temperatures, luminosities and chemical compositions, using the university's 14- and 20-inch telescopes, spectrograph and photometer. Prerequisite: ASP 407.

ASP 409 Galaxies: Structure and

Evolution (4 Hrs.)

Comprehensive study of galaxies, including development of galactic structure, star formation and distribution, interstellar medium, galactic dynamics, dark matter and interacting galaxies. Prerequisite: ASP 402, or permission of instructor.

ASP 410 Research (1-4 Hrs.)

Investigation of a specific problem in astronomy-physics of interest to the student and instructor. May be repeated for credit without limit, but research topics must vary.

ASP 411 Workshop in Science Education:

Astronomy (4 Hrs.)

Workshop on science methods; intended for in-service training for teachers at the elementary and

secondary levels.

ASP 412 Classical Mechanics (4 Hrs.)

Newton's laws, including energy, momentum and angular momentum; multiparticle systems; Lagrangian and Hamiltonian formulations. Prerequisite: General physics and calculus.

ASP 413 Electricity and Magnetism (4 Hrs.)

Static and dynamic electric and magnetic fields and their relation as embodied in Maxwell's equations. Lecture and discussion. Prerequisites: General physics and calculus.

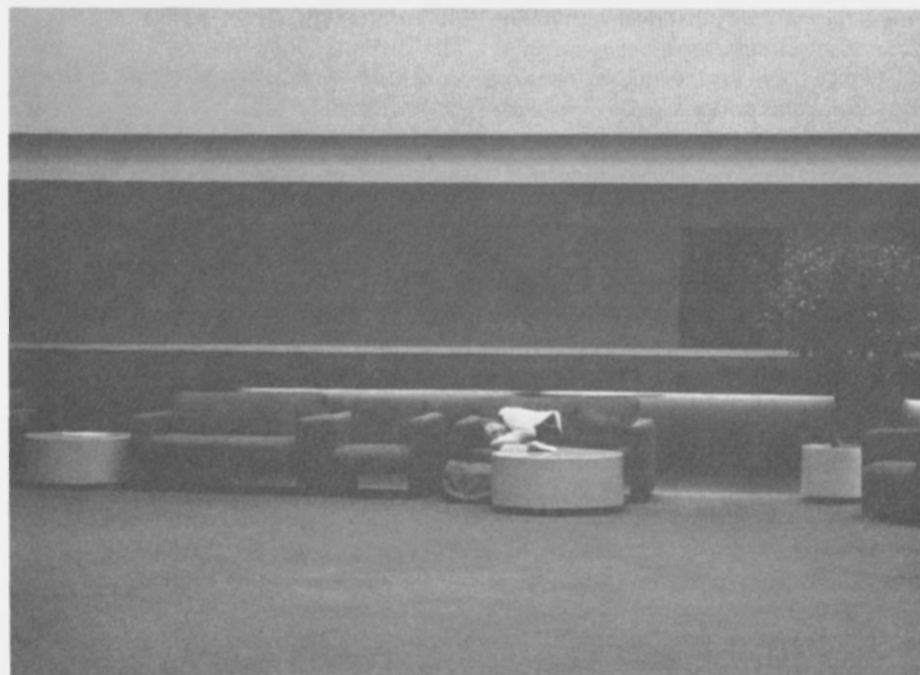
ASP 414 Introduction to Quantum

Mechanics (4 Hrs.)

Development of the Schrodinger Equation; applications to simple physical systems, including the one-electron atom; approximate methods for treatment of polyelectronic systems; development of the variational principle, with application to current semi-empirical and ab initio molecular orbital methods. Prerequisites: General physics and calculus.

ASP 419 The Nature of Things (2 Hrs.)

For the nonscience major curious about developments of modern physics but lacking the mathematical background required for the traditional course. Major concepts of modern physics, stressing the human creative process involved in development of modern physical theories. Includes relativity, cosmology, nature of atoms, elementary particles and nature of light.



Energy Studies

Associated Faculty — Alexander Casella, David Hilligoss, Malcolm Levin, Ardeshir Lohrasbi, William Martz, John Munkirs, Charles Schweighauser, Luther Skelton, Gary Trammell, William Warren

Adjunct Faculty — Mark Heyman

Energy studies is an area of study within the School of Public Affairs and Administration. Students may design a degree in energy studies through the environmental studies program or may choose courses from energy studies to augment a degree in individual option or other programs providing an option in energy studies.

Because the use of energy affects all aspects of society, the goal of energy studies is to develop a synthesis of technical knowledge and social considerations by drawing upon courses in several disciplines. Consequently, energy studies brings together faculty and students with a common desire to study and seek solutions to energy problems.

Energy studies builds and expands on the traditional areas that deal with energy issues. For example, a student in the physical sciences or in engineering may explore economics and policy aspects. Social science undergraduates examine technological and environmental issues. The environmental studies student confronts economic and political realities. Professional administration and policy students confront technological and environmental factors.

Energy studies is a synthesis created from traditional disciplines. Courses are intended to supplement and expand undergraduate discipline-based education and should not be viewed as a substitute for such education.

Research Opportunities

Students have the opportunity to participate in research projects for academic credit and for their graduate thesis or project. Energy studies also maintains a close relationship with the Illinois departments of

Energy and Natural Resources and Nuclear Safety. Internships are available with these and other agencies through the Graduate Public Service Internship program. There is also a graduate assistantship through energy studies. Both of these include a tuition waiver and stipend.

Current research interests include world oil resources, topics in solar energy, energy policy and planning, transportation, energy management, energy efficiency and conservation, nuclear energy technology and policy, arms control policy and economics of energy. Students are also encouraged to initiate their own research topics.

Representative Courses

Several public affairs colloquia are offered by energy studies, such as The Nuclear Dilemma, Solar Energy, Energy Ethics and Public Policy, and Essentials of Energy Management.

Other courses offered include:

- ECO 408 History of Economic Thought
- ECO 445 Economic Development
- ECO 449 International Business
- ECO 461 Industrial Organization
- ECO 467 Policy Analysis
- ECO 547 International Trade
- ENS 401 Environmental Planning: Land and Resource Use
- ENS 402 Land Use Planning: Principles and Practices
- ENS 403 Transportation Problems and Planning Procedures
- ENS 421 Environmental Economics
- ENS 422 Energy Resource Economics
- ENS 431 Energy Resources and Technology
- ENS 433 Energy and the Environment
- ENS 434 Solar Energy: Principles and

- Applications
ENS 437 Energy Conservation
Technology: Buildings and Solar Ar-
chitecture
ENS 447 Environmental Chemistry
ENS 482 Solid Waste: Technology and
Policy
ENS 500 Graduate Research
ENS 510 Thesis
ENS 520 Graduate Project
ENS 530 Internship
ENS 531 Appropriate Energy
Technology: Theory and
Applications

- ENS 532 Photovoltaics and the Solar-
Hydrogen Economy
ENS 533 World Oil Resources
ENS 534 Coal Resources and
Technology
ENS 540 Topics in Environmental Studies
ENS 544 Agroecosystems: An Ecological
Analysis
ENS 553 Seminar in Environmental
Studies
ENS 582 Energy Policy and Planning
NOTE: See environmental studies and eco-
nomics programs for course descriptions.



Spoken Foreign Languages

The spoken foreign language courses focus on verbal communication, that is, speaking and understanding. The languages available for study are limited to those which, although of global significance, are less commonly taught in the United States. These languages are offered sequentially for either two or four semesters, depending upon their inherent difficulty, and each course provides four hours of credit. The student works actively with a native speaking tutor in the hour-and-a-half twice weekly drill sessions and must expect to practice with the cassette tapes that accompany the textbook for at least 10 hours a week outside of class. The classes are limited (five to seven students) to ensure individual attention.

At the end of each semester, an examiner gives each student an oral examination and recommends the final grade.

Although a degree in foreign languages is not offered, their study is a natural complement to many programs, such as political studies, history, public administration and international studies.

All courses are listed in the course schedule under the UNI 440 series. Offerings in the spoken foreign language series include Chinese, Japanese, Portuguese, Russian, Swahili and Swedish.

Sangamon State University students may also apply to study for credit the foreign languages offered at Lincoln Land Community College, Springfield College in Illinois, Illinois College and MacMurray College through the Central Illinois Foreign Language and International Studies Consortium. Contact the foreign languages coordinator in the administrative office of the School of Liberal Arts and Sciences for further details.



International Studies

Associated Faculty — Nina Adams, Alex Casella, Jeanne-Marie Col, Janis Droegkamp, Larry Golden, Hugh Harris, Proshanta Nandi, Adil Mouhammed, Michael Quam, Doh Shinn, Robert Sipe, Stephen Schwark, Baker Siddiquee, Bill Warren

International Studies Minor

A minor in international studies enables students to acquire the tools necessary to better understand the complex and changing world that they will be entering in the 1990s and on into the 21st century. Major objectives of the minor are to understand Americans' tenacious parochialism and ethnocentrism; to convey a knowledge not only of international relations but also of comparative methods of analysis, i.e., the similarities and differences between and among states, societies and cultures; and to provide an interdisciplinary approach that seeks to integrate the knowledge and methods that history, political studies, economics, sociology/anthropology, women's studies and geography/environmental studies have to offer.

To earn a minor in international studies, students must complete a minimum of 16 semester hours of upper-division course work at Sangamon State University. In exceptional cases, a student may petition the international studies committee to accept up to eight hours of transfer credit. Transfer students still must take the core course and follow distribution requirements.

The core course is the public affairs colloquia, Global Perspectives and Global Issues. Electives totalling 12 semester hours must be taken from two areas: courses that provide an international perspective and courses that provide a comparative perspective.

International courses include the following:

- ECO 447 International Trade and Finance
- ECO 449 International Business
- ECO 547 International Trade
- ENS 412 World Environmental Attitudes
- ENS 422 Energy Resources Economics

- HIS 439 American Foreign Policy in the 20th Century
- HIS 466 Imperialism
- POS 473 World Politics
- POS 474 American Foreign Policy
- POS 475 International Organizations and Integration
- POS 478 Political Economy of East Asia in Global Perspective

PAC's that focus on international policy issues may be taken as well. These include such courses as Geopolitics: Geographic Factors of International Affairs, The Vietnam War, The Gorbachev Reforms and U.S.-Soviet Relations, and War and Peace in the Nuclear Age.

Comparative courses include the following:

- ECO 421 Comparative Economic Systems
- ECO 445 Economic Development
- ENS 431 Energy Resources and Technology
- HIS 457 Comparative Women's History
- HIS 462 Europe in the 19th Century
- HIS 463 Europe in the 20th Century
- HIS 476 Introduction to Contemporary China
- HIS 477 The Long Revolution in China and Vietnam
- POS 471 Comparative Politics
- POS 477 Soviet Politics
- SOA 302 Understanding Other Cultures
- SOA 445 Cross Cultural Perspectives on Health
- SOA 453 Women Across Cultures
- SOA 486 Peasant Society

Applicable PACs may be taken as well. Some examples are Women Under Apartheid and Women Around the World.

Students may not take more than one course in their major field of study in order

to fulfill the international studies minor requirements. Students should consult with an international studies faculty member to

ensure that they are meeting their individual needs and the requirements for the minor.



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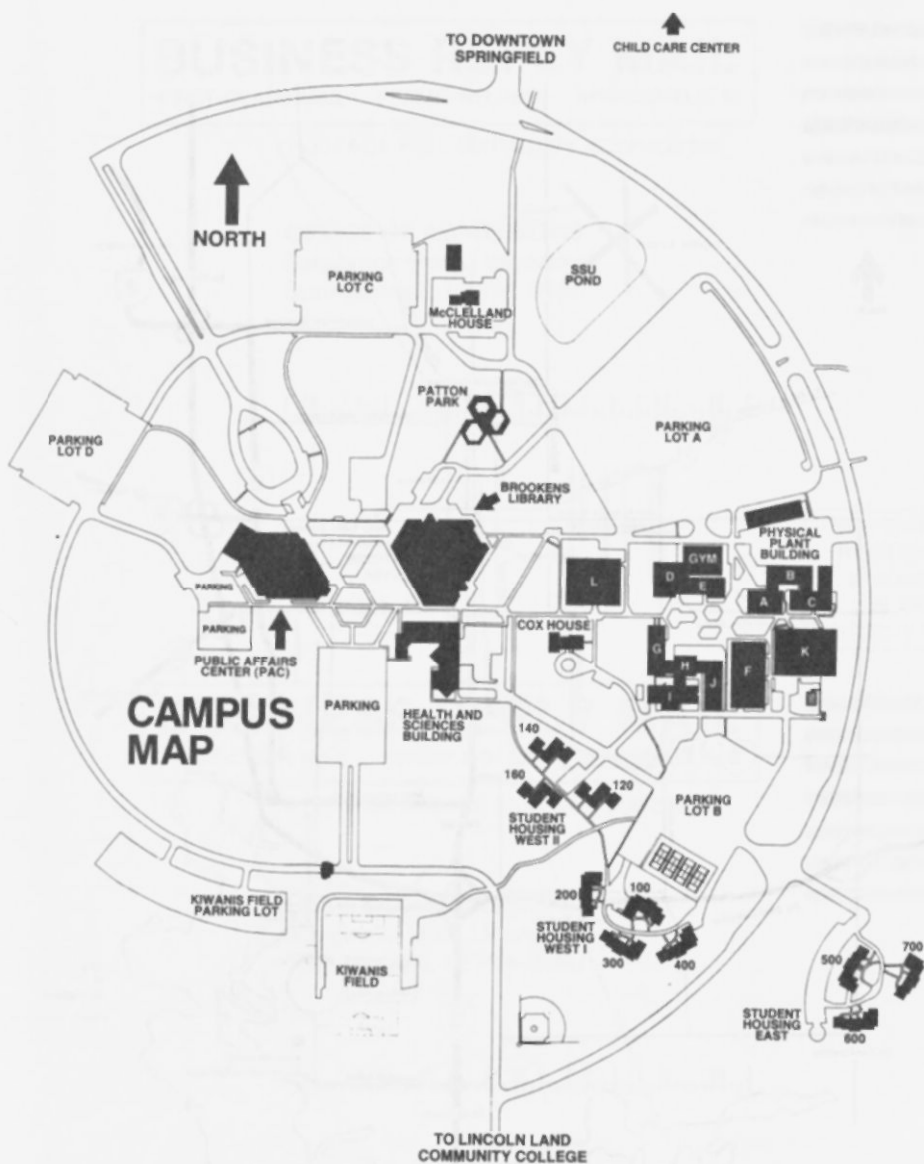
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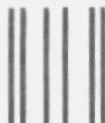
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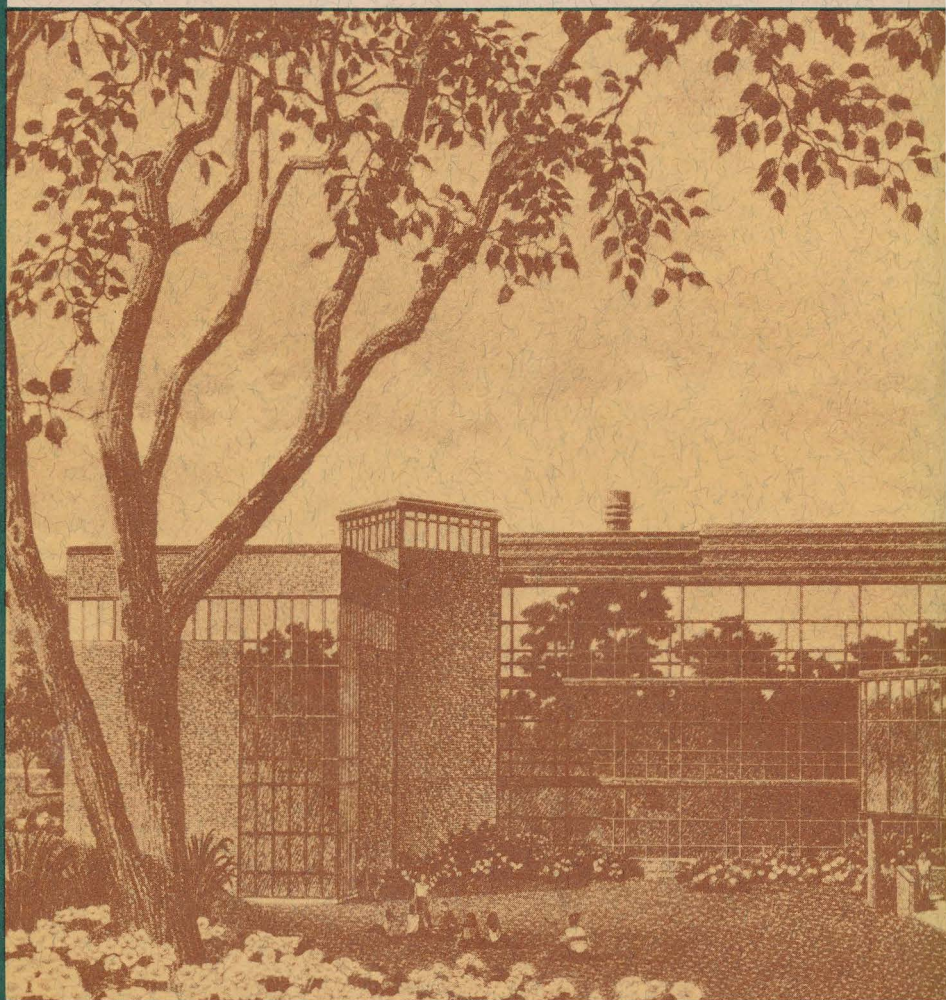
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